

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to **RE/MAX Property Shop**
69 Gawain Road, Bracken Ridge
2. Fax to 07 3261 7279
3. Scan and email to brackenridge@remaxps.com.au
4. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
5. If our Agency is required to inspect work completed by a Contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.

PROPERTY ADDRESS

TENANT NAME

Home phone number :

Work phone number:

Mobile number:

Email address:

TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, **PLEASE PHONE OUR AGENCY IMMEDIATELY – RE/MAX Property Shop**
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Lessor for instructions regarding the item/s as advised and will advise the Tenant of the outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible.*

COMPLETE IF APPLICABLE

Hot Water Gas Electric
Model

Stove Gas Electric
Model

Oven Gas Electric
Model

Dishwasher Gas Electric
Model

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry
- Tenant/s to be present. Tradesperson is to call Tenant to arrange time.
* Please be aware that if the Tenant arranges a time with the Contractor but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

Best Contact Number

Best Day to call

Best Time to call

Between

and

TENANT SIGNATURE

Name	Signature	Date

