

REPAIR REQUEST FORM

To lodge a repair request form

1. Email with photos and description to [mellissa@bribierealty.com.au](mailto:mellissa@bribierealty.com.au)
2. Leave on the kitchen bench for collection on inspection as per entry notice

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| Lodgement details | Date Lodged | Property Manager |
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| Property Address: |

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| Tenant Details: |
| Are you a lease holder? ☐ Yes ☐ No |
| Are you an approved occupant? ☐ Yes ☐No |
| Current Email Address: |
| Preferred Method of Contact: ☐ Home ☐ Mobile ☐ Work ☐ Email - |

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| Type of Repair or Maintenance |
| ☐ I/We have referred to the Trouble Shooting Guide in the Tenant Pack and have tried to resolve issue if safe and practical to do so. |
| ☐ URGENT – Emergency! If the Property or Person is in danger of damage or injury, call 000.  Please phone our agency immediately |
| ☐ NOT URGENT – i.e. Not an emergency. NB: Please be aware our Agency is to refer to the Landlord for instructions regarding the item/s and will advise the Tenant of the outcome ASAP. |

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| Description and details of repair or maintenance- Please be as specific as possible and provide photos or an extra page if required.  ☐ I / We have attached photos taken to help describe the repair request |

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| Complete if applicable |
| Hot Water ☐ Gas ☐ Electric MODEL NUMBER: |
| Stove: ☐ GAs ☐ Electric Model Number: |
| Oven: ☐ GAs ☐ Electric Model Number: |

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

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| ☐ 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 |

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| Tenant Signature: |
| Tenant Name: |
| Date: |

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| **AGENCY USE ONLY** |
| ☐ Emergency – Actioned and Under Control |
| ☐ Waiting Approval |
| ☐ Landlord Instructions Attached |
| ☐ Work Order sent to Contractor |
| ☐ Work Order sent (Tenants) |