BRIBIE REALTY
QUALITY FIRST

REPAIR / MAINTENANCE REQUEST FORM

07 3408 3345
pm@bribierealty.com.au
www.bribierealty.com.au

To lodge a repair / maintenance request form please complete the following:

- Email this form with photos and descriptions to pm@bribierealty.com.au
- Leave a copy on the kitchen bench for collection at inspection as per entry notice

Lodgment Details:

Date lodged _____ Property Manager _____

Property Address: _____

Tenant Details:

Name _____

Are you the Lease Holder? (Please circle) YES / NO

Are you an approved occupant? (Please circle) YES / NO

Preferred method of contact (Please circle) Phone / Email / Mobile / Work

Preferred contact detail _____

Repair / 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.

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

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.

□ 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

_____
Tenants signature

_____
Date

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