

REPAIR REQUEST

DATE	___/___/___
PROPERTY	ADDRESS _____
TENANT Contact info	NAME _____ Home phone _____ Work phone _____ M _____ Email _____
REPAIR ADVICE Please provide as much detail as possible so we can arrange appropriate action.	<p>THIS REQUEST IS:</p> <p><input type="checkbox"/> URGENT – An emergency or the Property is in danger of damage</p> <p><input type="checkbox"/> NOT URGENT – Not an emergency</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>IF APPLICABLE</p> <p>HOT WATER <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____</p> <p>STOVE <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____</p> <p>OVEN <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____</p> <p>OTHER _____ <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____</p>
ACCESS FOR TRADESPERSON	<p><input type="checkbox"/> A Dog is on the premises. Tenant/s agree to restrain or remove for access.</p> <p><input type="checkbox"/> Use Agency key-tradesperson to advise day of entry <input type="checkbox"/> Call to arrange access *</p> <p>CONTACT(H) _____ (W) _____ (M) _____</p> <p>BEST TIME TO CALL _____ DAY _____ TIME am/pm</p> <p><small>* Please be aware that if a booking is made with the Contractor and access is not available, as arranged with Tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access.</small></p>
TENANT/S SIGNATURE	_____
LODGEMENT	<p>THIS FORM MAY BE EITHER</p> <ol style="list-style-type: none"> 1. Lodged in person at Elders Real Estate Woombye, 12 Blackall Street, Woombye. 2. Mailed to Elders Real Estate Woombye at 12 Blackall Street, Woombye 3. Faxed to 07 5442 3909. 4. Emailed to rentals@elderswoombye.com.au
PRIVACY STATEMENT	Your details will be given to the appropriate Tradesperson to complete the necessary repairs. They may contact you direct for access, however they may also issue you an Entry Notice so as to gain access with our management key to complete the job required.
AGENCY USE	