

# REPAIR REQUEST



## TO LODGE REPAIR REQUEST FORM

1. Lodge in person at **Shop H, 255 Forest Lake Blvd, Forest Lake**
2. Email to [pm@ap-realty.com.au](mailto:pm@ap-realty.com.au)
3. Leave on kitchen bench at inspection date and our staff will collect it.

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.

**LODGEMENT DETAILS**      Date Lodged:

## PROPERTY ADDRESS

## TENANT NAME/S

I am     A Lease Holder     Approved occupant

## TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, **PLEASE PHONE OUR AGENCY AS SOON AS YOU HAVE SUBMITTED THIS FORM – (07) 3372 0400**
- 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:

## TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION/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.

## TENANT SIGNATURE

Name	Signature	Date

**PRIVACY STATEMENT:** Please refer to the Entry & Privacy Fact Sheet included in your 'Welcome Pack'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.