

# 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 instructions 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/S

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.