

# REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM – (Agency Use) DATE & TIME RECEIVED:

1. Lodge in person ; or
2. Scan and email to [rentals@nelsonbayrealestate.com.au](mailto:rentals@nelsonbayrealestate.com.au); or
3. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

## PROPERTY ADDRESS

## TENANT DETAILS

Name

## PREFERRED CONTACT METHOD

☐ Home phone

☐ Work Phone

☐ Mobile

☐ Email address

Contact Number

Email

## 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 or SES on 132 500  
**PLEASE PHONE OUR AGENCY IMMEDIATELY IF OUT OF OFFICE HOURS – 0423 054 959**
- ☐ **NOT URGENT** – ie 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 attach photos or extra page if required.

- ☐ I / We have attached photos taken to help describe the repair request.

**COMPLETE IF APPLICABLE** – Any questions below can be answered in the description above

### Hot Water:

- ☐ Checked more than 1 tap for hot water?
- ☐ Checked electricity meter box?
- ☐ Dripping/Leaking? Where from?

### Electrical:

- ☐ Checked electricity meter box?
- ☐ Checked that there is no local power outage?
- ☐ Checked all appliances?

### Plumbing:

- ☐ Minor or Major? (CIRCLE)
- ☐ Turned off the main water tap in the front yard – **IF MAJOR**
- ☐ Sewer related?

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

- ☐ Pet/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