



REPAIR REQUEST

LODGEMENT DETAILS

Date Lodged

PROPERTY DETAILS

Property Address

TENANT DETAILS

Name

Preferred method of contact home phone work phone mobile email

CONTACT DETAILS

Home .. Work

Mobile .. Email

TYPE OF REPAIR OR MAINTENANCE

- URGENT – An emergency repair. If the property or person is in danger of damage or injury please phone us immediately on 3255 1230.
- STANDARD REPAIR – A general maintenance issue.

DETAILS OF REPAIR OR MAINTENANCE REQUIRED

Please be as specific as possible

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Date problem was discovered



COMPLETE IF APPLICABLE

- Hot water – Gas Electric
- Stove – Gas Electric
- Oven – Gas Electric

ACCESS

- Dog/s are kept on the premises. Tenant/s agrees to restrain or remove for access.
- Tenant/s authorises tradesperson(s) to enter the property using PROPERTY INC.’s key.
Tenant/s will be advised of entry details.
- Tenant/s to be present. Tradesperson to contact me to arrange suitable time. (please note that if you arrange a time with the tradesperson but are not home as arranged, you may be responsible for the call out fee charged)

AUTHORISATION

I/we hereby authorise your office and/or tradespersons to enter the property to view and/or complete the repairs as requested.

Name

Signature

Date

TO LODGE REPAIR REQUEST

It is our policy that all repair requests must be advised as soon as possible in writing. To permit repairs to be attended to, please take one of the following actions. A property manager will contact you shortly after receiving the completed form.

1. Lodge in person or post to PROPERTY INC. Estate Agents
2. Fax to 3255 2211
3. Scan & email to info@PROPERTYINC.com.au