

# REPAIR REQUEST



## TO LODGE REPAIR REQUEST FORM

**Noosa Heads** - Phone: 5447 3999 Fax:  
1 Noosa Parade, Noosa Heads Q 4567  
**Coolum** – Phone: 5471 6055 Fax:  
Shop 5 Mt Coolum S/Centre, Mount Coolum Q 4573  
**Gympie** – Phone: 5482 5122 Fax:  
Shop 2, 5 River Road, Gympie Q 4570

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 Manager Name

### PROPERTY ADDRESS

### TENANT DETAILS

Name

Preferred method of contact

I am

Home phone  Work Phone  Mobile number  Email address  A Lease Holder  Approved occupant

Home phone number

Work phone number

Mobile number

Email address

### TYPE OF REPAIR OR MAINTENANCE

- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, **PLEASE PHONE OUR AGENCY IMMEDIATELY - «Company\_Business»**
- 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 OR 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.

Best Contact Number

Best Day to call

Best Time to call

Between

and

### TENANT SIGNATURE

Name	Signature	Date

**PRIVACY STATEMENT** : Please refer to the Privacy Statement included in your 'Moving In Kit'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.