

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person; or Fax to 07 4045 4400
2. Scan and email to your property manager or pros@cairnsouth.com.au
3. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

LODGEMENT DETAILS

Date Lodged

Property Manager Name

PROPERTY ADDRESS

TENANT DETAILS

Name

I am

☐ A Lease Holder

☐ Approved occupant

CURRENT EMAIL ADDRESS

PREFERRED CONTACT METHOD

☐ Home phone

☐ Work Phone

☐ Mobile number

☐ Email address

Home phone number

Work phone number

Mobile number

Email address

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.
PLEASE PHONE OUR AGENCY IMMEDIATELY – 07 4045 4433
- ☐ **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

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 Period to Call:

TENANT SIGNATURE

Tenant Name (s)	Signature	Date

AGENCY USE

Date Received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – Actioned and Under Control	<input type="checkbox"/> Waiting Approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order Attached	