

REPAIR REQUEST

DATE LODGED	___/___/___
PROPERTY	ADDRESS _____ PROPERTY MANAGER _____
TENANT Contact info	NAME _____ I AM <input type="checkbox"/> The Registered Tenant on the Lease <input type="checkbox"/> Sub Tenant Home phone _____ Work phone _____ M _____ Email _____
REPAIR ADVICE Please provide as much detail as possible so we can arrange appropriate action.	THIS REQUEST IS: <input type="checkbox"/> URGENT – An emergency or the property is in danger of damage <input type="checkbox"/> NOT URGENT – Not an emergency IF APPLICABLE HOT WATER <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____ STOVE <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____ OVEN <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____ OTHER _____ <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____
ACCESS FOR TRADESPERSON	<input type="checkbox"/> A Dog is on the premises. Tenant/s agree to restrain or remove for access. <input type="checkbox"/> Use agency key-tradesperson to advise day of entry <input type="checkbox"/> Call to arrange access * CONTACT(H) _____ (W) _____ (M) _____ BEST TIME TO CALL _____ DAY _____ TIME am/pm * Please be aware that if a booking is made with the Contractor and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access.
TENANT/S SIGNATURE	_____
LODGEMENT	THIS FORM MAY BE EITHER 1. Lodged in person at Ray White Manly, 45 Sydney Road, Manly. 2. Mailed to Ray White Manly at 45 Sydney Road, Manly. 3. Faxed to 9977 2126 4. Left on kitchen bench on inspection date. We'll collect it!
PRIVACY STATEMENT	We are an independently owned and operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the Property and to Contractors (approved and authorized by Agency Name) in the course of our duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.
AGENCY USE	Date Received ___/___/___ Time _____am/pm Property Manager _____ <input type="checkbox"/> Waiting approval <input type="checkbox"/> Work order sent to contractor _____ <input type="checkbox"/> Landlord instructions attached <input type="checkbox"/> Work Order attached <input type="checkbox"/> Emergency – Actioned and under-control