REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

- 1. Lodge in person ; or post to Move Property Management
- 2. Fax to 07 3257 0075; or
- 3. Scan and email to info@moveproperty.com.au; or
- 4. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

| LODGEMENT DETAILS | | Date Lodged | Date Lodged Property Manager Name | | Name | |
|--|--|------------------------|-----------------------------------|-----------------|--|--|
| PROPE | RTY ADDRESS | | | | | |
| TENANT DETAILS | | Name | | | | |
| | | l am | ☐ A Lease Holder | ☐ Appr | ☐ 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 | | | | | |
| | 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. | | | | | | |
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| | | | | | | |
| ☐ I / We have attached photos taken to help describe the repair request. | | | | | | |
| COMPLETE IF APPLICABLE | | | | | | |
| Hot Wa Model | | Stove □ 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 Cor | itact Number | Best Day to C | Best Day to Call | | Best Time Period to Call : Between and | |
| TENANT SIGNATURE | | | | | | |
| Name | | Signature | | Date | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| AGENCY USE | | | | | | |
| Date Received Time Received am / pm Property Manager | | | | | | |
| Approval Status Emergency – Actioned and Under Control Waiting Approval Work Order sent to Contractor | | | | | | |
| ☐ Lessor Instructions Attached ☐ Work Order Attached | | | | | | |