

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to My Personal Property Manager P.O Box 1158, Bongaree, 4507
2. Fax to 5497 5230
3. Scan and email to kim@myppm.com.au
4. 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 – My Personal Property Manager on 5429 5425
- 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 : Between and

TENANT SIGNATURE

Name	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"/> Landlord Instructions Attached	<input type="checkbox"/> Work Order Attached	