# **@ap-realty logo_no bk.jpgREPAIR REQUEST**

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| TO LODGE REPAIR REQUEST FORM | | | | | | | | |
| 1. Lodge in person at **Shop H, 255 Forest Lake Blvd, Forest Lake** 2. Fax to **(07) 3372 0444** 3. Email to [**pm@ap-realty.com.au**](mailto:pm@ap-realty.com.au) 4. Leave on kitchen bench at inspection date and our staff will collect it. | | | | | **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 ADDRESS | |  | | | | | | |
| TENANT NAME/S | |  | | | | | | |
| I am  A Lease Holder  Approved occupant | | | | | | | | |
| TYPE OF REPAIR OR MAINTENANCE | | | | | | | | |
|  | **URGENT** – Emergency! If the Property or Person is in danger of damage or injury, **PLEASE PHONE OUR AGENCY AS SOON AS YOU HAVE SUBMITTED THIS FORM – (07) 3372 0400** | | | | | | | |
|  | **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  ElectricModel: | | | Oven  Gas  ElectricModel: | |
| TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION/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. | | | | | | | |
| TENANT SIGNATURE | | | | | | | | |
| **Name** | | | **Signature** | | | | | **Date** |
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| PRIVACY STATEMENT: *Please refer to the Entry & Privacy Fact Sheet included in your ‘Welcome Pack’. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.* | | | | | | | | |