# iStock_000001850352XSmall**REPAIR REQUEST**

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| TO LODGE REPAIR REQUEST FORM |
| 1. Lodge in person at 95 Cook Street, Oxley
2. Post to PO Box 1121, Oxley QLD 4075
3. Fax to (07) 3278 1183
4. Scan and email to admin@pjtorbeyre.com.au
5. If we are carrying out an Inspection – Leave on kitchen bench on date of Inspection
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| **LODGEMENT DETAILS** | Date Lodged |  | Property Manager Name |  |
| PROPERTY ADDRESS |  |
| TENANT DETAILS | Name |
| Preferred method of contact | 🞎 Home phone  | 🞎 Work Phone | 🞎 Mobile number  | 🞎 Email address |
| Home phone number Work phone number |
| Mobile number Email address  |
| TYPE OF REPAIR OR MAINTENANCE |
| 🞎 | **URGENT** – Emergency! If the Property or Person is in danger of damage or injury **PLEASE PHONE OUR AGENCY IMMEDIATELY ON 3379 8655.** |
| 🞎 | **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.* |
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| 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. |
| TENANT SIGNATURE |
| **Name**  | **Signature** | **Date** |
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| PRIVACY STATEMENT: *Please refer to the Privacy Statement included in your ‘Moving In Kit’. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.* |
| AGENCY USE |
| Date Received  | Time Received am / pm | Property Manager |
| Approval Status | 🞎 | Emergency – complete REP12 | 🞎 | Waiting Approval | 🞎 | Work Order sent to Contractor |
| 🞎 | Tenant sent Repair Status Advice – REP05 | 🞎 | Lessor Instructions Attached | 🞎 | Work Order attached |