

Routine Repairs Request

Date: ___/___/___

Address: _____

Full Name/s: _____

Phone: _____ Email: _____

Type of Repair or Maintenance

URGENT - Emergency! *If the property or person is in danger of damage or injury, PLEASE PHONE AGENCY.*

NOT URGENT - Not an emergency. *Please be aware our agency will refer to your lessor for instructions regarding requested repairs. You will be advised of the outcome as soon as possible.*

Description and Details of Repair or Maintenance

Please be as detailed as possible to ensure the issue can be attended to appropriately and quickly.

If it is an appliance, include the make and model number.

Tenant Instruction for Tradesperson

Approval to enter via agency key with tradesperson to advise tenant of the day of entry.

Tenant to be present. Tradesperson to call tenant to arrange time.

Please note that if a tenant arranges a time with the tradesperson but is not at 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.

Dog/s are kept on the premises.

Tenant Signature

Name: _____ Signature: _____

Lodging Routine Repairs Request Form

1. Lodge in person at our office: **Elizabeth Street Shopping Centre, Acacia Ridge Qld 4110**
or
2. Email completed form to: **admin@daynesproperty.com**

Agency Use Only

Date Received: _____ Time: _____ Property Manager: _____

Approval Status: Lessor advised Leasor approval Work order sent to contractor Form 9 issued