

Tenant Name

Contact Number

Property Address

Date

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 of 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

Date

Lodging Routine Repairs Request Form

1. Lodge in **person** at our office - Elizabeth Street Shopping Centre ACACIA RIDGE QLD 4110
or
2. Scan and **email** to katrina@daynesproperty.com

Agency Use

Date Received	Time	Property Manager
Approval Status	<input type="checkbox"/> Lessor advised	<input type="checkbox"/> Lessor approval
	<input type="checkbox"/> Work order sent to contractor	<input type="checkbox"/> Form 9 Issued