

# REPAIR REQUEST



## TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to Marsellos Pike Real Estate, 174 Morayfield Rd, Morayfield QLD 4506
2. Fax to 07 5495 7466
3. Scan and email to [rentals@marsellospike.com.au](mailto:rentals@marsellospike.com.au)
4. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

<b>LODGEMENT DETAILS</b>	Date Lodged	Property Manager Name
<b>PROPERTY ADDRESS</b>		

<b>TENANT DETAILS</b>	Name		
	I am	<input type="checkbox"/> A Lease Holder	<input type="checkbox"/> Approved occupant

<b>CURRENT EMAIL ADDRESS</b>				
<b>PREFERRED CONTACT METHOD</b>	<input type="checkbox"/> Home phone	<input type="checkbox"/> Work Phone	<input type="checkbox"/> Mobile number	<input type="checkbox"/> Email address
Home phone number	Work phone number			
Mobile number	Email address			

<b>TYPE OF REPAIR OR MAINTENANCE</b>				
<input type="checkbox"/>	I/We have referred to the <b>Trouble Shooting Guide</b> in the Tenant Pack and have tried to resolve issue if safe and practical to do so.			
<input type="checkbox"/>	<b>URGENT</b> – If the Property or a Person is in danger of immediate damage or injury. <b>PLEASE PHONE OUR AGENCY IMMEDIATELY ON – 07 5495 5466</b>			
<input type="checkbox"/>	<b>NOT URGENT</b> – 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.			

<b>DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE</b>	<i>Please be as specific as possible and attach photos or extra page if required.</i>			
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<input type="checkbox"/> I / We have attached photos taken to help describe the repair request.				

<b>COMPLETE IF APPLICABLE</b>								
<b>Hot Water</b>	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<b>Stove</b>	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<b>Oven</b>	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
Model #			Model #			Model #		

<b>TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE</b>			
<input type="checkbox"/>	Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.		
<input type="checkbox"/>	Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry		
<input type="checkbox"/>	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

<b>TENANT SIGNATURE</b>		
Name	Signature	Date

<b>AGENCY USE</b>			
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	