REPAIR REQUEST

ALL SHADED SECTIONS MUST BE COMPLETED

TO LODGE REPAIR REQUEST FORM

1. Lodge in person to John Gribbin Realty
2. Fax to 07 4725 3322
3. Email to main1@jgre.com.au or main2@jgre.com.au
4. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
5. 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	Received by
PROPERTY ADDRESS		
TENANT DETAILS	Name	

Preferred method of contact

☐ Home phone ☐ Work Phone ☐ Mobile number ☐ Email address

I am

☐ A Lease Holder ☐ Approved occupant

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 – JOHN GRIBBIN REALTY

☐ **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.

DETAILED DESCRIPTION OF REPAIR OR MAINTENANCE

COMPLETE IF APPLICABLE

Hot Water ☐ Gas ☐ Electric Model	**Stove** ☐ Gas ☐ Electric Model	**Oven** ☐ Gas ☐ Electric Model

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.**

Best Contact Number	Best Day to call	Best Time to call Between	and

TENANT SIGNATURE

Name	Signature	Date

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.*

Emailed to owner ☐	Work order sent ☐	Invoice received ☐
Waiting for instructions ☐	SMS to tenant ☐	Invoice sent to owner ☐
SMS sent to tenant ☐	Email/SMS to owner ☐	