

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to Cartwright Property Group 165 Long Street East, Graceville, 4075 / PO Box 2235, Graceville East, QLD 4075
2. Fax to (07) 3278 6237
3. Scan and email to rentals@cartwrightpg.com.au
4. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

LODGEMENT DETAILS	Date Lodged	Property Manager Name
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PROPERTY ADDRESS	
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TENANT DETAILS	Name
	I am <input type="checkbox"/> A Lease Holder <input type="checkbox"/> Approved occupant

CURRENT EMAIL ADDRESS	
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PREFERRED CONTACT METHOD	<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			

TYPE OF REPAIR OR MAINTENANCE
<input type="checkbox"/> I/We have referred to the Trouble Shooting Guide in the Tenant Pack and have tried to resolve issue if safe and practical to do so.
<input type="checkbox"/> URGENT – Emergency! If the Property or Person is in danger of damage or injury, call 000. PLEASE PHONE OUR AGENCY IMMEDIATELY – (07) 3373 5800 or A/H on 0403 235 439
<input type="checkbox"/> NOT URGENT – 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.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE <i>Please be as specific as possible and attach photos or extra page if required.</i>

<input type="checkbox"/> I / We have attached photos taken to help describe the repair request.

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

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE
<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
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TENANT SIGNATURE		
Name	Signature	Date

AGENCY USE			
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	