REPAIR REQUEST

TO LODGE REPAIR REQUEST FORM

Lodge in person or mail to **Seaside Real Estate, PO Box 587 or** 2/56 Landsborough Parade, Golden Beach, QLD, 4551, OR **Fax** 5492 3630 or **Email** rentals@seasiderealestate.com.au

LODGEMENT DETAILS Date Lodged - Property Manager Name -

PROPERTY ADDRESS

TENANT DETAILS Name -

TYPE OF REPAIR OR MAINTENANCE

☐ **URGENT** – Emergency! If the Property or Person is in danger of damage or injury,
PLEASE PHONE OUR AGENCY IMMEDIATELY – Seaside Real Estate – 07 5492 2555 OR 5492 2888

☐ **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.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible.*

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 : *If you have any questions in this regard, please contact our office or you can view our privacy policy on www.seasiderealestate.com.au*

AGENCY USE

Date received	Time Received	am / pm	Property Manager
Approval Status	☐ Emergency – complete REP12	☐ Waiting approval	☐ Work Order sent to Contractor
	☐ Tenant Sent Repair Status Advice – REP05	☐ Lessor Instructions Attached	☐ Work Order attached