

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person
2. Mail to **Robina Realty**
PO Box 3511, Robina Town Centre QLD 4230
3. Fax to 5562 1471
4. Scan and email to rentals@robinerealty.com.au

LODGE MENT DETAILS

Date Lodged

Property Manager Name

PROPERTY ADDRESS

TENANT DETAILS

Name

Preferred method of contact

- Home phone Work Phone Mobile number Email address
- I am A Lease Holder occupant Approved

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 – 5593 0877**
- 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 Model Gas Electric **Stove Model** Gas Electric **Oven Model** Gas Electric

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.

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.

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