

## TENANT REPAIR / MAINTENANCE FORM

|                          |              |                |
|--------------------------|--------------|----------------|
| <b>Property Address:</b> |              |                |
| <b>Tenant Name:</b>      |              |                |
| <b>Phone: (Home):</b>    | <b>Work:</b> | <b>Mobile:</b> |

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|---|
| <b>REPAIRS / REQUEST REQUIRED : PLEASE BE SPECIFIC &amp; GIVE FULL DETAILS:</b>                 |
| <b>IS THIS AN EMERGENCY? YES / NO</b>   |
| <b>If the problem is of an EMERGENCY nature, PLEASE PHONE FIRST and then confirm in writing</b> |
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|--|--|
| <b>Please circle options which apply, regarding appliances and entry:</b>  |  |
| <b>If any of the following items need attention:</b>   |  |
| Stove - Gas or Electric <input type="checkbox"/><br>Oven - Gas or Electric <input type="checkbox"/>  | Hot water - Gas or Electric <input type="checkbox"/> |
| <b>To gain access:</b>   |  |
| Use agent's key and enter at the convenience of the tradesperson   | <input type="checkbox"/>                             |
| Phone me between            and            am/pm to make an appointment to enter   | <input type="checkbox"/>                             |
| I/ we hereby authorise your office and / or the repairers to enter the property as above in order to view or carry out the repairs. Please note that if the repair is caused by a tenants' faulty appliance or caused by the tenant, then it will be the tenants responsible to pay the repairers invoice. |  |
| Signed: _____  | Dated: _____   |

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs / complaints to be attended to, please complete this form return via:  
**Fax to 07 4939 9707**  
**Post: Shop 2/10 James Street, Yeppoon Q 4703**  
**or deliver to our office.**

Either a representative of our office or a tradesperson will then be in contact with you.  
 We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by Ray White) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our privacy officer.

|                        |                   |
|------------------------|-------------------|
| <b>SIGNED</b>          |                   |
| Received date:         | Received by:      |
| Property Manager Name: | Date attended to: |
| Owner:                 | Key No:           |
| Owners approval:       | Organised:        |