

MAINTENANCE REPAIR REQUEST

TO LODGE REPAIR REQUEST FORM

- Lodge via email to askme@b2bproperty.com.au
- Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.

PROPERTY ADDRESS

TENANT DETAILS

Name

I am

Preferred method of contact

Home phone address
 Work Phone
 Mobile number
 Email

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 – 0411 195 949**
- 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.

TENANT SIGNATURE

Name	Signature	Date

AGENCY USE

Date received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency	<input type="checkbox"/> Waiting approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Non Urgent	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order attached