

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Scan and email to kate@managedbykate.com.au
2. If for a Routine Inspection, leave on kitchen counter top

LODGEMENT DETAILS

Date

Property Manager

Katie Johnson

Lodged

PROPERTY ADDRESS

TENANT NAME

CURRENT EMAIL ADDRESS

CURRENT PHONE NUMBER

-
- I have referred to the **TENANT HANDBOOK - MAINTENANCE** in the Tenant Pack and have tried to resolve issue if safe and practical to do so.
 - URGENT** – Emergency! If the Property or Person is in danger of damage or injury, call 000.
PLEASE PHONE OUR AGENCY IMMEDIATELY – 0413 358 521
 - NOT URGENT** – Please be aware our Agency is to refer to the Landlord for instructions regarding the reported non urgent items and will advise you of the outcome as soon as instructions have been received.

DETAILS OF REPAIR

Please be as specific as possible and attach photos or extra page if required.

COMPLETE IF APPLICABLE

Hot Water

Gas

Electric

Stove

Gas

Electric

Oven

Gas

Electric

Model #

Model #

Model #

TENANT ACCESS

- 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 SIGNATURE

Name	Signature	Date

AGENCY USE

Date Received	Time Received am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – Actioned	<input type="checkbox"/> Owner Approved <input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Landlord Instructions Attached	<input type="checkbox"/> Work Order Attached