

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge by mail to Investors Choice Property Services
PO Bo 158 Cooranbong NSW 2265
2. Fax to 02 49771200
3. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
4. Scan and email to maintenance@investorschoiceps.com.au

LODGEMENT DETAILS Date Lodged

PROPERTY ADDRESS

TENANT DETAILS Name

Preferred method of contact

I am

- Home phone Work Phone Mobile number Email address 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 or CONTACT AN APPROVED TRADESPERSON ON YOUR LEASE**
- 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

Stove Gas Electric

Oven Gas Electric

Model

Model

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

AGENCY USE

Date received

Time Received

am / pm

Property Manager

Approval Status

Emergency

Waiting approval

Work Order sent to Contractor

Tenant Sent Repair Status Advice

Lessor Instructions Attached

Work Order attached