

# REPAIR REQUEST



## TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to Robina Realty
2. Fax to 07 5562 1471
3. Scan and email to [rentals@robinarealty.com.au](mailto:rentals@robinarealty.com.au)
4. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.
5. We authorise Robina Realty to provide our contact details to the contractor to have repairs attended to.

### LODGEMENT DETAILS

Date Lodged

Property Manager Name

### PROPERTY ADDRESS

### TENANT DETAILS

Name

I am

A Lease Holder

Approved occupant

### CURRENT EMAIL ADDRESS

### PREFERRED CONTACT METHOD

Home phone

Work Phone

Mobile number

Email address

Home phone number

Work phone number

Mobile number

Email address

### TYPE OF REPAIR OR MAINTENANCE

- I/We have referred to the **Trouble Shooting Guide** 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 – 07 5593 0877**
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Landlord for instructions regarding the item/s and will advise the Tenant of the outcome ASAP.

### DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible and attach photos or extra page if required.*

I / We have attached photos taken to help describe the repair request.

### COMPLETE IF APPLICABLE

**Hot Water**  Gas  Electric  
Model #

**Stove**  Gas  Electric  
Model #

**Oven**  Gas  Electric  
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 Period to Call : Between and

### TENANT SIGNATURE

Name	Signature	Date

### AGENCY USE

Date Received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – Actioned and Under Control	<input type="checkbox"/> Waiting Approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Lessor Instructions Attached	<input type="checkbox"/> Work Order Attached	