



MAINTENANCE REPAIR REQUEST

TO LODGE A REPAIR REQUEST FORM:

1. Lodge in person or mail to: House 2 Home Real Estate, 5a/19 Peachey Road, Ormeau
2. Fax to 07 5549 3566
3. Scan and email to info@h2hrealstate.com.au

DATE OF LODGEMENT: ____/____/____ PROPERTY MANAGER: _____

PROPERTY ADDRESS: _____

TENANT/S NAME: _____

CONTACT DETAILS: Home Ph: _____ Mobile: _____

Work Ph: _____ Email: _____

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE:

COMPLETE IF APPLICABLE:

Hot Water Electric Gas **Stove** Electric Gas **Oven** Electric Gas **Air Con**

Model _____ Model _____ Model _____ **Dishwasher**

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s are responsible 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 to call Tenant to arrange a time.

**Please be aware that if the Tenant arranges a time with the tradesperson 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 NAME: _____ SIGNATURE: _____

DATE: ____/____/____

AGENCY USE:

Date Received: ____/____/____ PROPERTY MANAGER SIGNATURE: _____

APPROVAL STATUS: Emergency Waiting Approval Work Order Sent

Tenant Sent Repair Status Lessor Instruction Attached Work Order Attached