

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to Real Property Management PO Box 3291 Norman Park Q 4170
2. Scan and email to rentals@rpmaustralia.com.au

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

Mobile number

Work Phone

Email address

Mobile number

Work phone number

TYPE OF REPAIR OR MAINTENANCE

- I/We have tried troubleshooting the problem (turn appliance on / off) 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 could cause injury, call 000.
- PLEASE PHONE OUR AGENCY IMMEDIATELY - 0404 464 454 (in business hours, 8 – 5 Monday to Friday and 9 – 12 on Saturday)**
Outside Business hours please use the following contact phone number:
Electrical Emergency Issue: **Flagship Electrical 0451 992 955 or Red Door Electrical 0405 052 109**
Plumbing Emergency Issue: **Powerflow Plumbing 0479 117 200**
Locksmith Emergency Issue: **Locksmith2U – 0404 037 349**
All other issues **please contact** our office on 0404 464 454
Please note, if an emergency maintenance call is placed to the above providers and the issue is not deemed to be an emergency the maintenance provider will revert to RPM Australia to confirm authority to complete the task in the next business day. If the Maintenance provider attends the property for an issue not deemed to be an emergency the tenants will be charged the afterhour's service fee.
- 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