REPAIR REQUEST

TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to Accom Cairns
2. Fax to 4031 1813
3. Scan and email to rentals@accomcairns.com.au
4. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
5. If our Agency is required to inspect work completed by a Contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.

LODGEMENT DETAILS

Date Lodged

Property Manager Name

PROPERTY ADDRESS

TENANT DETAILS

Name

Preferred method of contact

☐ Home phone ☐ Work Phone ☐ Mobile number ☐ Email address

I am

☐ 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 – 4051 3200

☐ **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
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 to call
Between and

TENANT SIGNATURE

Name	Signature	Date

PRIVACY STATEMENT : *Please refer to the Privacy Statement included in your 'Moving In Kit'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.*

AGENCY USE

Date received	Time Received	am / pm	Property Manager

Approval Status			
	☐ Emergency – complete REP12	☐ Waiting approval	☐ Work Order sent to Contractor
	☐ Tenant Sent Repair Status Advice – REP05	☐ Lessor Instructions Attached	☐ Work Order attached