

# HENZELLS AGENCY REPAIR REQUEST FORM

## TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to **Henzells Agency Pty Ltd 49 Bulcock Street Caloundra 4551**
2. Fax to 07 5491 5166
3. Scan and email to [rentals@henzells.com.au](mailto:rentals@henzells.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

### 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 - 07 5491 2000**
- 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 Model**

- Gas    Electric

**Stove Model**

- Gas    Electric

**Oven Model**

- Gas    Electric

### 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 | <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           |                  |