

# MAINTENANCE REPAIR REQUEST



## TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to 58-60 Mitchell Street, Bendigo
2. Scan and email to [admin@p1property.com.au](mailto:admin@p1property.com.au)
3. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

### LODGEMENT DETAILS

Date Lodged

Property Manager

### PROPERTY ADDRESS

### RENTER DETAILS

Name

Preferred method of contact

- 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 Renter 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 – 5400 1200**
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Rental Provider for instructions regarding the item/s and will advise the Renter 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 RELATING TO THE FOLLOWING:

<b>Hot Water</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Brand: _____ Model # _____	<b>Stove / Oven</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Brand: _____ Model # _____	<b>Split System</b> Brand: _____ Model # _____
<b>Heater</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Ducted Brand: _____ Model # _____	<b>Airconditioner</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Ducted Brand: _____ Model # _____	<b>Dishwasher</b> Brand: _____ Model # _____

**Please turn over page and complete Instructions and sign**

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

- Dog/s are kept on the premises. Renter/s agree to restrain or remove for access.
- Approval to enter via Agency key with Tradesperson to advise Renter of the day of entry
- Renter/s to be present. Tradesperson is to call Renter to arrange time. \* Please be aware that if the Renter arranges a time with the Contractor but is not home as arranged, the Renter 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
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- I/We understand that this maintenance request will be discussed with the rental provider the next business day after being lodged and that your office will advise of the outcome in due course. (unless relating to an emergency repair which will be actioned the same day)**

### RENTER SIGNATURE – MUST BE SIGNED BY ALL RENTERS

Name	Signature	Date

**PRIVACY STATEMENT:** We are an independently owned and operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the Tenancy, to enable us to manage and maintain the Premises as per Legislation. We may disclose personal information about you to the rental provide of the Property and to Contractors (approved and authorised by Priority1 Property Management) in the course of our duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.

### 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"/> Rental Provider Instructions Attached	<input type="checkbox"/> Work Order Attached	