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**
3. **Leave on kitchen bench for collection on inspection date as per Entry Notice issued.**

LODGEMENT DETAILS

Date Lodged | Property Manager

PROPERTY ADDRESS

TENANT 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 Tenant 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 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 RELATING TO THE FOLLOWING:

Hot Water ☐ Gas ☐ Electric Brand: _____ Model #_____	**Stove / Oven** ☐ Gas ☐ Electric Brand: _____ Model #_____	**Split System** Brand: _____ Model # _____
Heater ☐ Gas ☐ Electric ☐ Ducted Brand: _____ **Model #**_____	**Airconditioner** ☐ Gas ☐ Electric ☐ Ducted Brand: _____ Model #_____	**Dishwasher** Brand: _____ Model # _____

Please turn over page and complete Instructions and sign

©REP02-B
V2.0

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

☐ **I/We understand that this maintenance request will be discussed with the landlord 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)**

TENANT SIGNATURE – MUST BE SIGNED BY ALL TENANTS

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 owner 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	☐ Emergency – Actioned and Under Control	☐ Waiting Approval	☐ Work Order sent to Contractor
	☐ Landlord Instructions Attached	☐ Work Order Attached	

©REP02-B
V2.0