

## RENTAL PROPERTY – MAINTENANCE REPAIR REQUEST

Please refer to the “Maintenance & Property Care” guide which was supplied when you moved into your tenancy.

### HOW TO LODGE THIS FORM:

Once you have completed all sections of this form, please submit it to our office via:

- Scan and email to: [rentals@wolfagents.com](mailto:rentals@wolfagents.com)
- Lodge in Person or Post to 90 Magazine Street, Stratford QLD 4870
- Leave it on your kitchen bench on a routine inspection date as per the Entry Notice issued.

If our Agency is required to inspect the issue, arrange repairs or inspect work completed by a Contractor, a RTA Form 9 Entry Notice will be issued in accordance with your Lease Agreement.

|   |  |
|---|--|
| <b>Lodgement Date</b>                                     |  |
| <b>Tenant Name in Full</b>                                |  |
| <b>Property Address</b>                                   |  |
| <b>Tenant Contact Details</b>                             | Please select your preferred method of contact<br><input type="checkbox"/> Home Phone. <input type="checkbox"/> Work Phone. <input type="checkbox"/> Mobile. <input type="checkbox"/> Email.   |
| Home Phone:   |  |
| Work Phone:   |  |
| Mobile Number:  |  |
| Email Address:  |  |
| <b>Type of repair</b>                                     | <input type="checkbox"/> <b>URGENT – Emergency!</b> If the property or a person is in danger of damage or injury.<br><b>PLEASE PHONE OUR OFFICE IMMEDIATELY ON (07) 4032 7710</b><br><br><input type="checkbox"/> <b>NOT URGENT – i.e. is not an emergency.</b><br><b>YOUR REQUEST WILL BE REVIEWED BY OUR AGENCY AND REFERRED TO THE LESSOR FOR INSTRUCTIONS. WE WILL ADVISE OF THE OUTCOME ASAP.</b> |
| <b>Description &amp; Details of Repair or Maintenance</b> |  |

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

- If dog's are kept on the premises, the Tenant/s agree to restrain or remove for access.
- I am unable to be at the property during the repairs and provide approval for the Tradesperson to enter the property via the Agency key. The Tradesperson will advise of date/time of entry. An RTA Form 9 will be issued.
- I will be home during the repairs and understand the Tradesperson will advise of date/time of entry.
- I understand that if I arrange a time to meet the Tradesperson but I am not at home at the agreed time, I maybe responsible for the call out fee charged. Please ensure a nominated person is at home to allow access at the agreed time to avoid this charge.

**PHOTOS OF ISSUE**

If you have any images of the issue, please attach them to this form either by printing them out or attaching them to the email.

**TENANT AGREEMENT – TO CONFIRM ACCEPTANCE OF THE ABOVE TERMS AND CONFIRM THAT THE INFORMATION ON THIS FORM IS A TRUE AND CORRECT.**

|                     |                   |              |
|---------------------|-------------------|--------------|
| <b>Tenant Name:</b> | <b>Signature:</b> | <b>Date:</b> |
|                     |                   |              |
|                     |                   |              |

**AGENCY USE ONLY:**

| <b>Date Received</b>   | <b>Time Received</b>   | <b>AM / PM</b> | <b>Property Manager</b> |
|------------------------|--|----------------|-------------------------|
| <b>Approval Status</b> | <input type="checkbox"/> EMERGENCY REPAIRS <input type="checkbox"/> WAITING LESSOR APPROVAL <input type="checkbox"/> WORK ORDER SENT           |                |                         |
|                        | <input type="checkbox"/> TENANT SENT STATUS <input type="checkbox"/> LESSOR INSTRUCTIONS ATTACHED <input type="checkbox"/> WORK ORDER ATTACHED |                |                         |
| <b>Notes</b>           |  |                |                         |