

REPAIR REQUEST

TO LODGE REPAIR REQUEST FORM

- Lodge in person or mail to **360 Property Management Mackay, 258 Shakespeare Street, Mackay QLD 4740**
- Fax to **(07) 49 441 370**
- Scan and email to admin@360pm.com.au
- Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.

LODGEMENT DETAILS

Date Lodged:-

Property Manager Name:-

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 – 360 PROPERTY MANAGEMENT ON (07) 49 441 360**
- 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

- 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.

*PLEASE ENSURE ALL PETS ARE RESTRAINED AT ALL TIMES

TENANT SIGNATURE

Name	Signature	Date