

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to **MPM Property**.
2. **Shop 1, 3368 Pacific Highway, Springwood QLD 4127**
3. Scan and email to myagent@mpmproperty.com.au
4. If a Routine Inspection is booked, please leave on your kitchen bench for our staff to collect.
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 Name

PROPERTY ADDRESS

TENANT DETAILS

Name

Preferred method of contact

I am

Home phone Work Phone Mobile number Email A Lease Holder Approved occupant address

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) 2803 3838 or 0439 705 937 if after hours**
- 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.*

I / We have attached photos taken to help describe the repair request.

COMPLETE IF APPLICABLE

Hot Water Gas Electric Dishwasher Oven / Stove Gas Electric
Model Model Model

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 |
|------|-----------|------|
| | | |
| | | |

PRIVACY STATEMENT : Please refer to the Privacy Statement included in your 'Moving In Kit'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.

AGENCY USE

Date received

Time Received

am / pm

Property Manager

Owner contacted

Work Order Booked