

REPAIR REQUEST FORM

TO LODGE REPAIR REQUEST FORM:

This form is interactive. Click into the text boxes and fill in the required information.

Save the completed form to your computer and attach to an email: enquiry@sellandrent.com.au

Alternatively you can:

1. Lodge in person at our office
2. Post to 3/154-160 Prospect Road, Prospect SA 5082
3. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.

If our agency is required to inspect work completed by a contractor, further notice will be issued as per section 72 of Residential Tenancies Act 1995

Property Address			
Tenant Name			
Phone	M:	H:	W:
Email			
Preferred method of contact	<input type="checkbox"/> Mobile Phone	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Mobile Phone <input type="checkbox"/> Email

TYPE OF REPAIR OR MAINTENANCE

- URGENT** This is an emergency. The property or an individual is in danger of damage or injury.
PLEASE CALL OUR OFFICE IMMEDIATELY (08) 8343 5600
- NOT URGENT** This is not an emergency. Please complete the form and return to us.
Please be aware that our Agency is to refer to the lessor for instructions regarding item/s as advised and we will advise the tenant of outcome ASAP

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE

Please be as specific as possible

1	
2	
3	

COMPLETE IF APPLICABLE

Hot Water		Stove		Oven	
<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
Model #		Model #		Model #	

INSTRUCTIONS FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s is kept on premises. Tenant/s agrees 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 a 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 #	Best Day to Call	Best Time to Call
		Between &

TENANT SIGNATURE

NAME	SIGNATURE	DATE

OFFICE USE ONLY

Date Received	Time Received	am/pm	Property Manager
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Emergency Waiting Approval Work Order Sent Lessor Instructions Attached

ROUTINE INSPECTION CHECKLIST

The following is a guide to what we will be looking for at the routine inspection.

- Stove (especially both sides of the stove), griller & drip trays to be cleaned
- Air vents to be dusted
- All exhaust fan grates to be cleaned
- Windows and window sills to be cleaned inside & out
- Marks to be removed from walls
- Light fittings to be cleaned
- All floor area / carpets, lino etc to be clean
- Cobwebs to be removed
- Lawns to be mowed edged a trimmed
- Border gardens/ flower beds to free of weeds
- No rubbish items to be in yard (Hard refuse pick up can be arranged by calling local council)
- Particular attention should be paid to bathrooms, toilets, ceiling, bath, shower alcove/screen, tiles & grout
- Driveways, carports & all concrete areas to be free from oil & grease stains
- Furnished properties all items of inventory to be accounted for and clean (Furnished properties only)

Please Note: Owner may attend any of our quarterly inspections at any time.

Please Note: We will take photos at the quarterly inspection of any maintenance and also general condition to assist in documentation of the house.

We thank you for your co-operation regarding the above.



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We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au