

# 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*

<b>Property Address</b>			
<b>Tenant Name</b>			
<b>Phone</b>	M:	H:	W:
<b>Email</b>			
<b>Preferred method of contact</b>	Mobile Phone	Home Phone	Mobile Phone 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	
Gas	Electric	Gas	Electric	Gas	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.*

<b>Best Contact #</b>	<b>Best Day to Call</b>	<b>Best Time to Call</b>
		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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