

REPAIR REQUEST



TO LODGE REPAIR REQUEST FORM

1. Lodge in person; or post to **LJ Hooker Rockhampton 222 Bolsover St, Rockhampton City**
2. Scan and email to rockhampton@ljhooker.com.au ; or
3. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

LODGEMENT DETAILS

Date Lodged

Property Manager Name

PROPERTY ADDRESS

TENANT DETAILS

CURRENT EMAIL ADDRESS

Home phone number

Work phone number

Mobile number

Email address

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible and attach photos or extra page if required.*

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

COMPLETE IF APPLICABLE

Hot Water Gas Electric
Model #

Stove Gas Electric
Model #

Oven Gas Electric
Model #

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

Best Contact Number

Best Day to Call

Best Time Period to Call: Between

and

TENANT SIGNATURE

| Name | Signature | Date |
|------|-----------|------|
| | | |
| | | |
| | | |

AGENCY USE

| Date Received | Time Received | am / pm | Property Manager |
|-----------------|---|--|--|
| Approval Status | <input type="checkbox"/> Emergency – Actioned and Under Control | <input type="checkbox"/> Waiting Approval | <input type="checkbox"/> Work Order sent to Contractor |
| | <input type="checkbox"/> Lessor Instructions Attached | <input type="checkbox"/> Work Order Attached | |