

dbphilpott REAL ESTATE

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REPAIR REQUEST

TO LODGE REPAIR REQUEST FORM

- | | |
|---|---|
| <ol style="list-style-type: none">1. Lodge in Person2. Post: 3/154-160 Prospect Road Prospect SA 50823. Email: rentals@sellandrent.com.au | <ol style="list-style-type: none">4. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.5. 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 |
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Lodgement Details:
Property Address:
Tenant Details:

Preferred Method of contact

Home Phone Work Phone Mobile Number Email 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 OFFICE IMMEDIATELY – DB Philpott Real Estate (08)8343 5600**
- NOT URGENT** – i.e. Not an emergency. NB: Please be aware that our Agency is to refer to the lessor for instructions regarding item/s as advised and will advise the tenant of outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTNENANCE *Please be as specific as possible*

1.

2.

3.

COMPLETE IF APPLICABLE

Hot Water Gas Electric

Stove Gas Electric

Oven Gas Electric

Model:

Model:

Model:

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

- 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 Number	Best Day to Call	Best Time to call
		Between and

TENANT SIGNATURE

NAME	SIGNATURE	DATE

Agency Use

Date Received	Time Received.....am/pm	Property Manger
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Action: 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
- ❑ Boarder 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.