

## REPAIR REQUEST

<b>DATE LODGED</b>	___/___/___
<b>PROPERTY</b>	ADDRESS _____ PROPERTY MANAGER _____
<b>TENANT</b>  <b>Contact info</b>	NAME _____ I AM <input type="checkbox"/> The Registered Tenant on the Lease <input type="checkbox"/> Sub Tenant Home phone _____ Work phone _____ M _____ Email _____
<b>REPAIR ADVICE</b>  Please provide as much detail as possible so we can arrange appropriate action.	THIS REQUEST IS: <input type="checkbox"/> URGENT – An emergency or the property is in danger of damage <input type="checkbox"/> NOT URGENT – Not an emergency  ..... ..... .....  IF APPLICABLE HOT WATER <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____ STOVE <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____ OVEN <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____ OTHER _____ <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/Model _____
<b>ACCESS FOR TRADESPERSON</b>	<input type="checkbox"/> A Dog is on the premises. Tenant/s agree to restrain or remove for access. <input type="checkbox"/> Use agency key-tradesperson to advise day of entry <input type="checkbox"/> Call to arrange access * CONTACT(H) _____ (W) _____ (M) _____ BEST TIME TO CALL _____ DAY _____ TIME am/pm  * Please be aware that if a booking is made with the Contractor and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access.
<b>TENANT/S SIGNATURE</b>	_____
<b>LODGEMENT</b>	THIS FORM MAY BE EITHER 1. Lodged in person at HVPM - 3/14 High St, Wauchope 2. Mailed to Hastings Valley Property Management at 3/14 High St, Wauchope 2446. 3. Faxed to 6585 2880. 4. Left on kitchen bench on inspection date. We'll collect it!
<b>PRIVACY STATEMENT</b>	We are an independently owned and operated business. We are bound by the National Privacy Legislation. We may be collecting personal information about you by various methods through the tenancy, to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the Property and to Contractors (approved and authorised by Hastings Valley Property Management in the course of our duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.
<b>AGENCY USE</b>	Date Received ___/___/___ Time ___ am/pm Property Manager _____ <input type="checkbox"/> Waiting approval <input type="checkbox"/> Work order sent to contractor _____ <input type="checkbox"/> Landlord instructions attached <input type="checkbox"/> Work Order attached <input type="checkbox"/> Emergency – Actioned and under-control