

HOW TO LODGE A MAINTENANCE REQUEST FORM

1. Lodge in person or mail to ParkTrent Real Estate: 179 Port Road QUEENSTOWN SA 5014 **or**
2. Fax completed form to 08 8241 1011 **or**
3. Scan and email to rentals1@parktrentsa.com.au **or**
4. 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

Name: _____

I am: A lease holder An approved occupant

Current email address: _____

Preferred contact method: Home phone Work phone Mobile Email

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, call 000. Please phone our agency immediately following on 08 8241 1111
- NOT URGENT** - Not an emergency. Please be aware our agency is to refer to the landlord for instructions regarding the item/s and will advise the tenant of the outcome as soon as possible.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE

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

COMPLETE IF APPLICABLE**HOT WATER**Model # _____ Gas Electric**STOVE**Model # _____ Gas Electric**OVEN**Model # _____ Gas Electric**ACCESS INSTRUCTION****TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE**

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- Approval to enter using agency key with tradesperson to advise tenant of day of entry.
- Tenant/s to be present. Tradesperson is to call the tenant to arrange time.

Please be aware that if the tenant arranges a time with the contractor but is not home as planned, the tenant may be responsible for any call out fees charged. Please ensure a nominated person is at home to allow access.

Best contact number: _____

Best day to call: _____

Best times to call between: _____

_____ and _____

TENANT SIGNATURE/S

NAME	SIGNATURE	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

OFFICE USE ONLY

Date Received: _____ Time Received: _____ am / pm Property Manager: _____

APPROVAL STATUS

- Emergency - Actioned and under control Awaiting approval Work order attached
- Work order sent to contractor Landlord instructions attached