



# REPAIR & MAINTENANCE FORM

## TO LODGE REPAIR & MAINTENANCE REQUEST FORM

1. Lodge in person or email to Elders North Haven, Shop 2/621 Ocean Drive, North Haven
2. Scan and email to [ash.lambertbignell@eldersrealestate.com.au](mailto:ash.lambertbignell@eldersrealestate.com.au)
3. Leave on kitchen bench for collection at your next Routine Inspection

<b>LODGEMENT DETAILS</b>	Date Lodged	Property Manager Name
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**PROPERTY ADDRESS**

<b>TENANT DETAILS</b>	Name		
	I am	<input type="checkbox"/> A Lease Holder	<input type="checkbox"/> Approved occupant

**CURRENT EMAIL ADDRESS**

<b>PREFERRED CONTACT METHOD</b>	<input type="checkbox"/> Home phone	<input type="checkbox"/> Work Phone	<input type="checkbox"/> Mobile number	<input type="checkbox"/> 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.*

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**COMPLETE IF APPLICABLE**

<b>Hot Water</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric	<b>Stove</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric	<b>Oven</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric
Model #	Model #	Model #

**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 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 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 Period to Call : Between	and
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**TENANT SIGNATURE**

Name	Signature	Date
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