

Tenant to complete;-
 Property Manager (name):.....
 Date:.....
 Time Sent:.....

RAY WHITE MT GRAVATT CENTRAL
 Phone: 3347 3888
 Fax: 3347 3867
 Email: rentals@raywhitemtgravatt.com.au

TENANT REPAIRS / REQUEST FORM

Property address: _____

Tenant surname: _____ First name: _____

Phone (w) _____ (mob) _____ (h) _____ (fax) _____

REPAIRS/REQUEST REQUIRED: PLEASE BE SPECIFIC AND GIVE THE FULL DETAILS

If the problem is of an **EMERGENCY** nature, **PLEASE PHONE FIRST** and then confirm in writing

Please circle the options which apply, regarding appliances and entry:
 If any of the following items need attention,
 (a) Stove is gas / electric (b) Oven is gas / electric (c) Hot water is gas / electric
To gain access:
 (a) Use owners key and enter at your convenience
 (b) Phone me between _____ and _____ am / pm to make an appointment to enter YES NO
TENANTS CONFIRMATION
 I / we hereby authorise your office and / or the repairers to enter the property as above in order to view or carry out the repairs. YES NO

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs / complaints to be attended to, please complete this form and fax, post or deliver to our office. Either a representative or our office or a tradesperson will then be in contact with you.
We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout 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 authorized by Ray White) in the course of our day to day duties. You may have the right to access personal information that we hold about you by contacting our privacy officer.

TENANTS SIGNATURE: _____ **DATE:** _____

Please print clearly and complete form in full so that we can solve the problem as soon as possible.

OWNER _____	LIMIT \$ _____	DATE ISSUED _____
REPAIRER _____	COST \$ _____	DATE COMPLETED _____
PROP MNGR _____	DATE PAID _____	OWNER NOTIFIED _____
FILE NOTES _____		