

REPAIR REQUEST

DATE LODGED	___/___/___
PROPERTY	ADDRESS _____
TENANT	NAME _____
Contact info	I AM <input type="checkbox"/> The Registered Tenant on the Lease <input type="checkbox"/> Approved Tenant Home phone _____ Work phone _____ M _____ Email _____
REPAIR ADVICE 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 _____
ACCESS FOR TRADESPERSON	<input type="checkbox"/> A Dog is on the premises. Tenant/s agree to restrain or remove for access. <input type="checkbox"/> Use office 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.
TENANT/S SIGNATURE	_____
LODGEMENT	THIS FORM MAY BE EITHER 1. Lodged in person at Exclusive Property Management Service – Ground Floor, 142 Bundall Road, Bundall QLD 4217. 2. Mailed to Exclusive Property Management Services – PO Box 7905, GCMC QLD 9726 3. Faxed to 07 55 743341 4. Left on kitchen bench on inspection date as per Entry Notice issued. We'll collect it!
PRIVACY STATEMENT	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 authorized by Exclusive Property Management Services) in the course of our duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.
AGENCY USE	Date Received ___/___/___ Time _____ am/pm Property Manager _____ <input type="checkbox"/> Waiting approval <input type="checkbox"/> Work order sent to contractor _____ <input type="checkbox"/> Lessor instructions Attached <input type="checkbox"/> Work Order Attached <input type="checkbox"/> Emergency – Actioned and Under Control

PROPERTY INSPECTION INFORMATION

The information provided is a guide to the regular inspections which occur at the property leased. As part of our management responsibilities our office conducts regular Property Maintenance Inspections every 3 – 4 months.

WHEN WE INSPECT

- Every 3 – 4 months.
- A day and approximate entry time is provided to you via RTA Form 9 Entry Notice.
- Due to time restraints allocated for Property inspections, it is difficult to rearrange times, however, in extreme circumstances, please contact our office, to request a change of entry.
- Your presence at the inspection is welcome, but not necessary, as the staff member conducting the inspection will use our office key set.

WHAT WE INSPECT

The inspection's key purpose is to visually inspect the areas applicable to the property as listed below, and identify repairs and maintenance needed. A report is prepared and forwarded to the Lessor for instructions if repairs or maintenance work is required or recommended.

INTERIOR	EXTERIOR
Floor Coverings	Garage / carport
Walls	Gardens and lawns
Doors	Paintwork
Ceiling / and Fans if applicable	Guttering and downpipes
Smoke Alarms if applicable	Steps – structure and paint
Light Fittings	Balcony and decks
Power Points	Stumps, if applicable
Built in cupboards – shelving and rails	Driveway, paths, courtyard
Curtains, blinds	Locks
Whitegoods if included in tenancy	Pool / spa, if applicable
Fixtures eg oven, hotplates	Fencing
Hot water system	Taps
Furniture if included in tenancy	Safety Switch
All wet areas – taps, pipes below sink & basins	Smoke Alarm/s

TENANT ACTION REQUEST

We appreciate your help by promptly advising us of problems found whilst residing at the property.

However, before each planned inspection we ask Tenants to action the following:

- Please complete the form we send you with the Entry Notice RTA Form 9 and leave it on the kitchen bench for our attention on arrival.
- It is important that before each planned inspection date, Tenants test the Safety Switch for the Power Circuit on the main power board and Tenants arrange (if applicable) for the cleaning and testing of smoke alarms. Please record the result of the tests on the form provided eg **SAFETY SWITCH TESTED OK YES /NO Test date _/ _/ _.**

We ask Tenants to perform the Safety Switch Test, so household items can be reset personally eg electronic time settings.

If you require details of companies for the clean and test of smoke alarm/s, please contact your Property Manager. Tenants are responsible for the clean and test of smoke alarm/s at least once every 12 months where the fixed term tenancy is 12 months or longer or a periodic tenancy.