



Uniting people with property... since 1986



## REPAIR / MAINTENANCE REQUEST

### TO LODGE REPAIR / MAINTENANCE REQUEST FORM:

1. Lodge in person or email to United Realty, 1193 the Northern Road, Bringelly
2. Scan and email to [reception@borgpartners.com](mailto:reception@borgpartners.com)
3. 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:** \_\_\_\_\_

Preferred method of contact \_\_\_\_\_ I am \_\_\_\_\_

Home phone     Work phone     Mobile phone     Email     A Lease Holder     Approved occupant

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Email address: \_\_\_\_\_

### TYPE OF REPAIR OR MAINTENANCE

- EMERGENCY!** If the Property or Person is in danger of damage or injury, call 000
- URGENT** - Complete this form and return to our agency immediately (after hours contact the emergency numbers in your lease)
- NOT URGENT** - Complete this form and return to our agency and we will refer to the Landlord for instruction regarding the item/s and will advise the Tenant of the outcome ASAP

### DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible, attach a page if required, photos if possible*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COMPLETE IF APPLICABLE

**Hot Water**     Gas     Electric      **Stove**     Gas     Electric      **Oven**     Gas     Electric

Model \_\_\_\_\_      Model \_\_\_\_\_      Model \_\_\_\_\_

### TENANT INSTRUCTION FOR TRADESPEOPLE TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove dog/s 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 No. \_\_\_\_\_ Best Day to Call \_\_\_\_\_ Best Time Period to Call: Between \_\_\_\_\_ and \_\_\_\_\_

### TENANT SIGNATURE

Name	Signature	Date

**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 authorised by United Realty) in the course of our duties. You may have the right to access personal information that we hold about you by contacting our Privacy Officer.

### AGENCY USE

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ am/pm \_\_\_\_\_ Property Manager: \_\_\_\_\_

Approval Status	<input type="checkbox"/> Emergency - Actioned and Under Control	<input type="checkbox"/> Awaiting Approval	<input type="checkbox"/> Work Order sent to Contractor
	<input type="checkbox"/> Landlord Instructions Attached	<input type="checkbox"/> Entered in Property Tree	<input type="checkbox"/> Work Order Attached
	<input type="checkbox"/> Tenant Notified of Outcome	<input type="checkbox"/> Repair Completed	<input type="checkbox"/> Repair Invoice Processed

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