



Elders Real Estate

REPAIR REQUEST

PO Box 28 Toowoomba BC QLD 4350
202 Hume Street Toowoomba QLD 4350
PHONE: 07 4633 6500 FAX: 07 4633 6556

EMAIL : receptiontoowoomba@elders.com.au
WEBSITE: <http://toowoomba.eldersrealestate.com.au>

DATE ___/___/___

ADDRESS: _____

PROPERTY MANAGER: _____

TENANT NAME: _____

* I AM The Registered Tenant on the Lease Approved Occupant

Home Phone: _____ Mobile _____

Work Phone: _____ Email: _____

Either Your Property Manager or a tradesperson will be in contact with you.

THIS REQUEST IS:

- URGENT - An emergency the property is in danger of damage
- NOT URGENT - Not an emergency

If unsure refer to your green booklet Form 17A to determine "Definition of Urgent"

PROBLEM (What is the problem, Where is it located, When did it happen, How did it happen)

If the following items require attention please advise by ticking applicable box:

HOT WATER Gas Electric Inside Outside Make/Model _____

STOVE Gas Electric Make/Model _____

OVEN Gas Electric Make/Model _____

A dog is on the premises. Tenant/s agree to restrain or remove to allow access.

" I am aware my name & contact details will be provided to a third party in order to carry out the required works I hereby authorize your office and or the repairers to enter the property with the office keys in order to carry out the repair or to view the repair. I am also aware if the tradesman finds no fault I will be charged the call out fee"

TENANT SIGNATURE Signed _____ Date ___/___/___

This form may be either:

- i. Lodged in person at Elders Real Estate , 202 Hume Street, Toowoomba QLD
- ii. Mailed to Elders Real Estate, PO Box 28, Toowoomba BC, QLD 4350
- iii. Faxed to 4633 6556 or emailed to receptiontoowoomba@elders.com.au

OFFICE USE ONLY

Name: _____

NOTES: _____ DATE RECEIVED: ___/___/___