

Mooloolaba	Ph: 54440666 Fax: 54448560
Maroochydore	Ph: 54432000 Fax: 54437770
Buderim	Ph: 54456088 Fax: 54455411
Coolum	Ph: 54465555 Fax: 54465544
Kawana Waters	Ph: 54443177 Fax: 54448060



TENANT REPAIRS / REQUEST FORM

Property address: _____

Tenant Name: _____ Date: _____

Phone (w) _____ (mob) _____ (h) _____ (email) _____

If an EMERGENCY - PLEASE PHONE FIRST and then confirm in writing

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

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 agent's key and enter at the convenience of the tradesperson YES/NO
 (b) Phone me between and am / pm to make an appointment to enter YES/NO

Owners approval / Comments

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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 have the right to access personal information that we hold about you by contacting our privacy officer.