

## Lodgement details

Date of report	
Property Address	
Tenant name	
Preferred method of contact	<input type="checkbox"/> Home phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Mobile number <input type="checkbox"/> Email
Home Phone number:	Work phone number:
Mobile number:	Email address:

## Repair details

Urgent       Non-urgent

### Description or details of repairs and maintenance

*Please be as specific as possible and attach photos or extra page if required.*

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## COMPLETE IF APPLICABLE

<b>Hot Water</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model:	<b>Stove</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model:	<b>Oven</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electric Model:
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## TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove 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.

## TENANT SIGNATURE:

**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 Raine & Horne) in the course of our duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.*