



...for number 1 call Prestige One

Lodgement of form:
Shop 5/512 Mulgrave Road, Earlville Qld 4870
PO Box 510, Manunda Qld 4870
Ph 07 4033 6779 Fax 07 4054 7411
E. rentals@prestigeone.com.au

REPAIR REQUEST

PROPERTY DETAILS

Address of Property

TENANT

Name: Surname: Home Phone: Work Phone: Mobile: Fax No: Email:

REPAIR DETAILS (Please provide as much information as possible to enable appropriate action).

Is this repair urgent? (Emergency or damage to property is likely) Yes No

Empty text boxes for repair details

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

- Dog/s are kept on the premises.
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.

Best Contact Number: Best Day to call: Best Time to call: Between and

Tenant Signature Date

OFFICE USE ONLY

Date received Time Property Manager:

- Waiting approval
Work order sent to contractor:
Lessor instructions attached
Work order attached
Emergency - actioned