



## TO LODGE REPAIR REQUEST FORM

1. Lodge in person or mail to [OKAS Property Group](#)  
Shop 9/20 Mt Derrimut Road, Derrimut 3026
2. Scan and email to [rachna@okaspropertygroup.com.au](mailto:rachna@okaspropertygroup.com.au)
3. Leave on kitchen bench on inspection date as per Entry Notice issued. Staff will collect it.
4. If our Agency is required to inspect work completed by a Contractor, an RTA Form 9 Entry Notice will be issued following completion of the work.

**DATE LODGED:**

## PROPERTY ADDRESS

**TENANT NAME:**

**Preferred method of contact**

I am

- ☐ Home phone    ☐ Work Phone    ☐ Mobile number    ☐ Email address    ☐ Lease Holder    ☐ Approved occupant

Home phone number:

Work phone number:

Mobile number:

Email address:

### TYPE OF REPAIR OR MAINTENANCE

- ☐ **URGENT** - Emergency! If the Property or Person is in danger of damage or injury,  
**PLEASE PHONE OUR AGENCY IMMEDIATELY - 0405 753 335**
- ☐ **NOT URGENT** - i.e. Not an emergency. NB: Please be aware our Agency is to refer to the Lessor for instructions regarding the item/s as advised and will advise the Tenant of the outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be very specific.***COMPLETE IF APPLICABLE**

**Hot Water**    ☐ Gas    ☐ Electric  
Model:

**Stove**    ☐ Gas    ☐ Electric  
**Model:**

**Oven**   ☐ Gas   ☐ Electric  
Model:

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

- ☐ Dog/s kept on the premises. Tenant agrees to restrain or remove for property 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 Number:

Best Day to call:

**Best Time to call:**

Between

and

**TENANT SIGNATURE**

Name	Signature	Date

**PRIVACY STATEMENT:** Please refer to the Privacy Statement included in your 'Moving In Kit'. If you have any questions in this regard, please contact our office and ask to speak to the Privacy Officer.

**AGENCY USE**

Date received		Time Received	am / pm	Property Manager	
Approval Status	<input type="checkbox"/> Emergency – complete REP12	<input type="checkbox"/> Waiting approval		<input type="checkbox"/> Work Order sent to Contractor	
	<input type="checkbox"/> Tenant Sent Repair Status Advice – REP05	<input type="checkbox"/> Lessor Instructions Attached		<input type="checkbox"/> Work Order attached	