

**LODGEMENT OPTIONS:**

1. Lodge in person at Professionals Nowra, 68 North Street, NOWRA NSW 2541
2. Scan and email to [property.management@professionalsnowra.com.au](mailto:property.management@professionalsnowra.com.au)

**DATE:**

**PROPERTY ADDRESS:**

**TENANT NAME/S:**

**PREFERRED CONTACT:**  Home phone  Work Phone  Mobile number  Email address

Home phone number Work phone number

Mobile number Email address

**DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE:** *(Be as specific as possible and attach photos or extra page if required.)*

I / We have attached photos taken to help describe the repair request.

**PLEASE BE AWARE OUR AGENCY IS TO REFER TO THE LANDLORD FOR INSTRUCTIONS REGARDING THE ITEM/S AND WILL ADVISE THE TENANT OF THE OUTCOME ASAP.**

**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 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:**

**AGENCY USE**

Date Received	Time Received	am / pm	Property Manager
Approval Status	<input type="checkbox"/> Emergency – Actioned and Under Control	<input type="checkbox"/> LLD notified ___/___/___ Method: _____	<input type="checkbox"/> Waiting Approval
	<input type="checkbox"/> Work Order sent to Contractor	<input type="checkbox"/> LLD Instructions Attached	<input type="checkbox"/> Work Order Attached