

## Repair Request Form & Checklist

Property: \_\_\_\_\_

Tenant/s: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Contact details:

W: \_\_\_\_\_

H: \_\_\_\_\_

M: \_\_\_\_\_

Email: \_\_\_\_\_

Do you give permission for the tradesperson to use the spare key to access the property to carry out necessary repairs: **Yes/No**

**INSTRUCTIONS:**

\_\_\_\_\_

**REPAIRS REQUESTED:**

_____
_____
_____
_____
_____
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_____
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_____

This form may be either:

- Lodged in person at Raine and Horne Pottsville Beach / Cabarita Beach, 3 Coronation Avenue, Pottsville Beach NSW 2489
- Mailed to us at the above address
- Faxed to 02 6676 4222
- Emailed to [pottsville.cabarita@rh.com.au](mailto:pottsville.cabarita@rh.com.au)

# Raine&Horne®

Pottsville Beach / Cabarita Beach

Office use only (Checklist)	Completed
• Date received	___/___/___
• Time received	_____am/pm
• Date entered on the computer	___/___/___
• Landlord advised and approval given	Yes/No
• If NO, tenant and Landlord letters sent	___/___/___
• If YES, job given to:	
• Work Order No.	
• Access for tradesperson using the agency's key confirmed	<input type="checkbox"/>
• Tenant contacted to arrange access for tradesperson	<input type="checkbox"/>
• When invoice received, confirm work has been completed	<input type="checkbox"/>
• Invoice amount	\$
• Advise Landlord of invoice cost and payment arrangements	<input type="checkbox"/>
• Invoice approved for payment	___/___/___

Property Manager's signature\_\_\_\_\_