

Repair Request Form

Property: _____

Tenant / s: _____

Date: ____ / ____ / ____

Contact details:

W: _____ H: _____ M: _____

Repairs requested in full detail:

Access: Spare Key (**preferable for urgent repairs**) Contact Tenant

Please note that if a tradesperson is called out and:

- The problem is caused by your faulty appliance; or
- If no problem is found; or
- If you make a specific time with the tradesperson and you are not home,

Then you are responsible to pay for the service call.

SIGNATURE: _____

Office use only (Checklist)	Completed
• Date received	____ / ____ / ____
• Time received	_____ am/pm
• Landlord's Details: _____	
• Landlord advised and approval given Yes/No	____ / ____ / ____
• If NO, tenant and Landlord letters sent	____ / ____ / ____
• If YES, job given to: _____	
• Work order no. _____	
• Invoice amount	\$
• Invoice approved for payment	____ / ____ / ____

Property Manager's

Signature: _____