

Repair Request Form

Property: _____

Tenant(S): _____

Contact Details:

Name: _____

Pets at property: _____

Access for Tradesman: _____

Work: _____ Home: _____ Mobile: _____

Repairs Requested:

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This Form may be either:

- Mailed to Raine & Horne Kingaroy Po Box 466, Kingaroy QLD 4610
- Lodged in person at the office
- Faxed through to: 4162 3455
- Emailed: chantel.maclaren@kingaroy.rh.com.au; chloe.dennis@kingaroy.rh.com.au; leeza.walker@kingaroy.rh.com.au

Office Use Only	Completed
Date & Time Received	: am/pm on the / /
Date & Time entered in Console	: am/pm on the / /
Landlord advised & approval given	Yes / No / /
Is this confirmed in writing or phone call	Writing / Phone Call
Work order given to	
Tenant contacted to inform of approval	: am/pm on the / /
Invoice received and amount of Invoice	/ / \$ -
Job Completed & signed off	Signature:

Extra Notes: (Office use only)
