

Repair Request Form and Checklist

Date

Property address

Contact details:

Name

Relationship to tenant (if not tenant)

Mobile

Home

Work

Email

Repairs requested:

Authority to enter:

YES

NO



This means that you authorise your office or repairer to the property with keys in order to carry out the repair.
Please email or fax this repair request form to your property manager.

Checklist Office Use Only

Date notice received	/	/	Access for tradesperson using the agency's key confirmed	YES/NO	/	/
Time notice received		am/pm	Tenant contacted to arrange access for tradesperson	YES/NO	/	/
Computer input	/	/	When invoice received, confirm work has been completed	YES/NO	/	/
Landlord advised and approval given	YES/NO	/	/	Invoice amount	\$	
If NO, tenant and landlord letter sent	/	/	Advised landlord of invoice cost and payment arrangements	YES/NO	/	/
If YES, job given to			Invoice approved for payment		/	/
If YES, work order number			Property managers signature			