

# 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			