

PROPERTY MANAGER

DATE

Repair Request Form

Tenant	
Address	
Phone	
Email	

It is a policy of our office that all repair request must be reported in writing in a timely manner.

Details of repair/request (please print clearly and be as specific as possible):

In the event of the following items requiring attention, please advise by deleting which is not applicable.

Stove / Oven / Hot Water System Gas / Electric Make Model

Tenant Confirmation (please check relevant option/s)

- ☐ Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- ☐ Approval for tradesperson to enter property using the agency key.
- ☐ Tradesperson to advise tenant of the day and time frame of entry.
- ☐ Tenant/s to be present.

Please be aware that if you wish for the repairs to be carried out in your presence, this will be during standard working hours 9:00am - 4:00pm. If arrangements are made with a tradesperson and you do not keep such arrangements, then you agree to pay the call out fee of the tradesperson.

Signed by Tenant

Date

Office Use Only

Owner Advised _____ Owner Approval Received _____ Work order Sent _____