



Date

Tenant/s

Address of Property

Phone Work Home

 Mobile Fax

It is a policy of our office that all repair requests must be made in writing. In order for a repair to be attended to, please complete this Repair Request form and fax, post, email or deliver to our office. Either a representative of our office, the landlord or our tradesperson will be in contact with you in due course.

Details of Repair/Request (please print clearly)

Signed by the tenant/s

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NOTE: If you are unable to be home at the time of the repair please advise our office if you give our tradesman or the landlord permission to use the spare keys (if we are holding any) to gain entry to the property.