

# Repair Request Form and Checklist

property address		
tenants		
date		
Contact details:		
name		
relationship to tenant (if not tenant)		
work	home	mobile
email		

## Repairs requested:

repairs
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## Authority to enter:

yes	no
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This means that you authorise your office or repairer to enter the property with keys in order to carry out the repair.

This form may be either faxed or emailed to your property manager.

## CHECK LIST - OFFICE USE ONLY

date notice received	/	/	access for tradesperson using the agency's key confirmed	YES / NO	/	/
time 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 letters 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 manager's signature			