

Repair Request Form

Date

	/		/	
--	---	--	---	--

Tenant Name

--

Address of Property

Contact Details

Home	Work	Mobile	Email
------	------	--------	-------

Details of Repair Required:

Date you became aware of the repair: / /

Access Details

NOTE: ACCESS MUST BE GRANTED WITHIN 7 DAYS

Can we or our tradespeople use our key to gain access to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)
If No when during business hours are you available? Note: any AFTER HOURS attendance requests will be at YOUR EXPENSE.	Morning / Afternoon

OFFICE USE ONLY

Date Received	/ /
Actioned by	Miriam / Gayle / Steven (please circle)
Entered into console	<input type="checkbox"/> Yes <input type="checkbox"/> No (reason?) _____
Signed	

