

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		
Authority to enter:		
yes	no	
<p>This means that you authorise your office or repairer to enter the property with keys in order to carry out the repair.</p> <p>This form may be either faxed or emailed to your property manager.</p>		
<hr style="border: 1px solid orange;"/>		
CHECK LIST - OFFICE USE ONLY		
date notice received	/	access for tradesperson using the agency's key confirmed
time received	/	YES / NO
am / pm		/
computer input	/	tenant contacted to arrange access for tradesperson
landlord advised and approval given	/	YES / NO
YES / NO		/
if NO, tenant and landlord letters sent	/	when invoice received, confirm work has been completed
if YES, job given to		YES / NO
if YES, work order number		/
		/
		invoice amount
		\$
		advised landlord of invoice cost and payment arrangements
		YES / NO
		/
		invoice approved for payment
		/
		/
		property manager's signature