



Repair Request Form

DATE:	___/___/___
PROPERTY	Address.....
TENANT	Name.....
Contact numbers	(H)..... (M)..... (W).....
REPAIR DETAILS	<input type="checkbox"/> URGENT – An emergency or the property is in danger of damage <input type="checkbox"/> NOT URGENT – Not an emergency Please provide as much detail as possible so we can arrange appropriate action. Details of repair..... If the repair is for an electric appliance please provide the make/model:
ACCESS FOR TRADESPERSON	<input type="checkbox"/> A dog is on premises. Tenant agrees to restrain or remove for access. <input type="checkbox"/> Someone will be home to let contractor in* <input type="checkbox"/> Use agency key Preferred day & time for access..... * Please be aware that if a booking is made with the Contractor and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access.
TENANT SIGNATURE
LODGEMENT	This form may be either: 1 Mailed to the office. 2 Faxed to 5556 0899 3 Scanned and emailed to juliette@coomerarealty.com.au 4 Left on kitchen bench for collection on the date we have advised of an inspection.
AGENCY USE ONLY	Date Received..... <input type="checkbox"/> Owner advised <input type="checkbox"/> Work order attached <input type="checkbox"/> Confirmed day & time with contractor..... <input type="checkbox"/> Follow up with tenant to confirm job complete