

REPAIR REQUEST FORM

DATE:	___/___/___
PROPERTY	Address
TENANT Contact numbers	Name (H)..... (M)..... (W).....
REPAIR DETAILS Please provide as much detail as possible so we can arrange appropriate action.	<input type="checkbox"/> URGENT - An emergency or the property is in danger of damage <input type="checkbox"/> NOT URGENT - Not an emergency Details of repair If the repair is for an electrical appliance please provide the make/model:
ACCESS FOR TRADES-PERSON	<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 Scanned and emailed to juliette@coomerarealty.com.au or sharon@coomerarealty.com.au 3 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