

# Repair Request Form and Check List

## Contact details:

## Repairs requested:

## Authority to enter:

 

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.**

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## 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			

