

## Repair Request Form and Checklist

Property: \_\_\_\_\_

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

### Contact details:

Name: \_\_\_\_\_

Relationship to  
tenant: \_\_\_\_\_

☎ Work: \_\_\_\_\_

☎ Home: \_\_\_\_\_

☎ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Repairs requested:

Can our tradesperson enter if you are not there?

Yes / No (circle one)

Would you like the tradesperson to contact you for access?

Yes / No (circle one)

This form may be either:

- Lodged in person at **James Henry Real Estate – 2a Lawson Ave Beresfield NSW 2322**
- Mailed to us at the above address
- Faxed to **49644 492**
- Emailed to [rentals@jameshenryrealestate.com.au](mailto:rentals@jameshenryrealestate.com.au)

Thank you for reporting this matter to our office. Someone will be in touch with you within one business day to advise what action will be taken.