

# Tenant Request for Repairs

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

Address of property: \_\_\_\_\_

Name of tenant: \_\_\_\_\_

Repairs requested: \_\_\_\_\_

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Discussed with landlord:      Yes      No      Date: \_\_\_\_\_

Repair authorised by landlord: Yes      No      Date: \_\_\_\_\_

Repair given to tradesperson: Yes      No      Date: \_\_\_\_\_

Tradespersons name: \_\_\_\_\_ Phone: \_\_\_\_\_

Repair finalised date: \_\_\_\_\_ Checked: \_\_\_\_\_

Account received: \_\_\_\_\_ Amount: \_\_\_\_\_ Paid date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Finalise and file: \_\_\_\_\_