



REPAIR REQUEST



Date: ___/___/___ Time: _____ am / pm

Address of Property: _____

Your Name: _____

Your **DAYTIME** contact numbers: _____

Can the repairer use our spares keys to gain entry? Yes No (see below)

Please note that we only use our preferred tradespeople who have been selected for their professionalism and integrity – the use of keys can greatly cut down on the waiting time for repairs to be done.

Do you have a dog? Yes No Type: _____

Where is it secured? _____

Nature and specific location of fault/repair: _____

HWS Repair Gas / Elec Location: _____ System leaking
No water from tap
Water cold

Appliance Repair Make: _____ Model: _____ Gas / Elec
Required Required

Roof Repair Type of Roof: _____

SPECIAL NOTES

1. Please realise that the standard of the property is as you inspected it and a request for renovation or refurbishment **MUST BE REFERRED TO THE OWNER AND IS AT THEIR DISCRETION.**
2. If the repair has not been done and you have not heard from us within **14 days** please contact your Property Manager. Please note that some owners insist on repairs being referred to them before we can act.
3. Whilst repairs are referred to tradespeople promptly – time frames can vary depending on the individual tradespersons workload.

OFFICE USE ONLY

Received by: _____ Date: ___/___/___ Time: _____ am / pm

URGENT Yes No Logged into Console: Yes No PM: _____