

Repair Request Form and Checklist



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.

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 | | | |