

Repair Request Form and Checklist

property address		
tenants		
date		
Contact details:		
name		
relationship to tenant (if not tenant)		
work	home	mobile
email		
Repairs requested:		
repairs		
Authority to enter:		
<input type="checkbox"/> yes	<input type="checkbox"/> no	
<p>This means that you authorise your office or repairer to enter the property with keys in order to carry out the repair.</p> <p>This form may be either faxed or emailed to your property manager.</p>		
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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	