



REPAIR REQUEST

Property Address: _____

Tenant(s) Name: _____

Date: _____

Mobile No(s): _____

Email Address: _____

Tenants Instructions for tradesman access:

Tradesman can use the office keys:

Tradesman to contact tenant for access:

Tenant Signature: _____

If the repairs is URGENT please contact Michelle on 0414 387 161 immediately.

All other repair requests will be attended to as soon as the owner has given our office approval and/or quotes have been obtained.