



# AUSTRALIAN

## Repair Request Form

Property: \_\_\_\_\_

Tenant: \_\_\_\_\_

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

**Contact Details:**

Name: \_\_\_\_\_

W: \_\_\_\_\_ H: \_\_\_\_\_

M: \_\_\_\_\_ Email \_\_\_\_\_

Availability for tradesperson to visit property – Most tradespeople are available Monday to Friday 8.00am to 4.00pm.

Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

**Repairs Requested – please include all relevant details.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form may be either:

- Lodged in person at \_\_\_\_\_
- Mailed to the above address
- Faxed to us at 9837 7777
- Emailed to [linda@areqh.com.au](mailto:linda@areqh.com.au)

**Office Use Only (Checklist)**

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_

Time received \_\_\_\_\_ am/pm

Date entered into computer \_\_\_\_/\_\_\_\_/\_\_\_\_

Landlord advised Yes/No L/ord approval given Yes/No

If NO, Tenant advised and Action and Conversation Diary Updated \_\_\_\_/\_\_\_\_/\_\_\_\_

If YES, Job given to \_\_\_\_\_

Entered into computer \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Manager: \_\_\_\_\_