Repair Request Form & Checklist

TENANT TO COMPLETE

Date repair reported:

Property Address:

Tenant/s:

Contact numbers: H W M Email

Repair/s requested:

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This form may be:

- Lodged in person at Baird Real Estate - 103 Vincent Street, CESSNOCK NSW 2325
- Mailed to Baird Real Estate at the above address
- Faxed to Baird Real Estate on 4991 7988

OFFICE USE ONLY (CHECKLIST ✓)	
DATE RECEIVED	.....
DATE ENTERED IN COMPUTER	.....
LANDLORD ADVISED & APPROVAL GIVEN	**YES / NO**
IF NOT APPROVED, TENANT & LANDLORD LETTERS SENT	☐
IF YES, JOB GIVEN TO	.....
TENANT CONTACTED & ADVISED TRADESPERSON ENGAGED	☐
WHEN INVOICE RECEIVED, CONFIRM WORK HAS BEEN COMPLETED	☐
INVOICE AMOUNT	☐
ADVISE LANLORD OF INVOICE COST AND PAYMENT ARRANGEMENTS	☐
INVOICE APPROVED FOR PAYMENT	☐

Signature of Property Manager / officer_____