

# Repair Request Form & Checklist

Property:

Tenant(s):

Contact Details:

Name:

Relationship to tenant:

W:

H:

M:

Email:

Repairs Requested:


This form may be either:

- Lodged in person at: **Xpress Realty**
  - **339 Windsor Road BAULKHAM HILLS NSW 2153**
- Mailed to us at the above address
- Faxed to **9639 9003**

Office Use Only (Checklist)	Completed
• Date received	___ / ___ / ___
• Time received	___ am/pm
• Date entered on computer	___ / ___ / ___
• Landlord advised and approval given Yes/No	___ / ___ / ___
• If NO, tenant advised and landlord's instructions confirmed in writing	___ / ___ / ___
• If YES, job given to:	
• Work Order No.	
• Access for tradesperson using the agency's key confirmed	<input type="checkbox"/>
• Tenant contacted to arrange access for tradesperson	<input type="checkbox"/>
• When invoice received, confirm work has been completed	<input type="checkbox"/>
• Invoice amount	\$
• Advise landlord of invoice cost and payment arrangements	<input type="checkbox"/>
• Invoice approved for payment	___ / ___ / ___

Property Manager's signature \_\_\_\_\_