



Repair Request Form and Checklist

Property: _____

Tenant: _____

Date: _____

Contact details:

Name: _____

Relationship to tenant: _____

☎ Work: _____ ☎ Home: _____

☎ Mobile: _____ Email: _____

Repairs requested:

How long has this condition existed?

If not, what is your preferred day and time for repair? _____ at _____ am/pm

This form may be either:

- Faxed to **1300 388 488**
- Mailed to us at **PO Box 482, Darlinghurst NSW 1300.**
- Completed and submitted online at **www.focusps.com.au**

Thank you for reporting this matter to our office.
Someone will be in touch with you within two business days to advise what action will be taken.