

## 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.focuspropertymanagement.com.au](http://www.focuspropertymanagement.com.au)

**Please call 9229 0000 to confirm receipt**

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.