

REPAIR REQUEST FORM



Date	
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Property	
Tenant Name	
Phone	

Repairs Required	
Date repair first noticed	

Property Access		
Only when tenant is home	Yes	No
Tradesperson can access using WPRE key	Yes	No

I understand that I am responsible to pay for the service call if a tradesperson is called out and:

- The problem is caused by my faulty appliance; or***
- If no problem is found; or***
- If you make a specific time with the tradesperson and you are not home; or***
- The problem is caused through misuse or mistreatment of appliance or equipment;***

Name		Signed	
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OFFICE USE ONLY

Date received		Time Received			Completed by
Information entered into Propertytype	Yes	No	Date		
Landlord informed	Yes	No			
Work order for quote created	Yes	No			
Work order number					
Quote approved	Yes	No			
Tradesperson informed quote approved	Yes	No			
Work Completed	Yes	No			
Tenant confirms work completed	Yes	No			
Landlord Informed	Yes	No			
Invoice received	Yes	No			
Who is paying invoice	Landlord	Tenant			
Invoice entered on Propertytype for payment	Yes	No			

<h3>Notes</h3>	

Job Finalised	
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