

Brisbane Rentals

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Repair Request Form and Checklist

property address

tenants

date

Contact details:

name

relationship to tenant (if not tenant)
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work	home	mobile
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email

Repairs requested:

repairs

Authority to enter:

yes	no
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This means that you authorise your office or repairer to enter the property with keys in order to carry out the repair.

This form may be either faxed or emailed to your property manager.

CHECK LIST - OFFICE USE ONLY

date notice received / /	access for tradesperson using the agency's key confirmed YES / NO / /
time received am / pm	tenant contacted to arrange access for tradesperson YES / NO / /
computer input / /	when invoice received, confirm work has been completed YES / NO / /
landlord advised and approval given YES / NO / /	invoice amount \$
if NO, tenant and landlord letters sent / /	advised landlord of invoice cost and payment arrangements YES / NO / /
if YES, job given to	invoice approved for payment / /
if YES, work order number	property manager's signature