

## Repairs Request Form and Checklist

### Property Details:

Property address: \_\_\_\_\_

Tenant(s): \_\_\_\_\_

Date: \_\_\_\_\_

### Contact Details:

Name(s): \_\_\_\_\_

Relationship to tenant (if not tenant reporting): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Repairs Requested: (please describe)

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**Authority to Enter Premises: (please circle)**

YES

NO

This means that you authorise our agency or repairer to enter the property with the keys in order to carry out the necessary repair(s).

**Please either fax form to 02 9380 5121 or email to [nicola.juhas@raywhite.com](mailto:nicola.juhas@raywhite.com)**

Ray White | [rweast.com](http://rweast.com) 215 Glenmore Road, Paddington 2021 p: 02 9380 5888 f: 02 9380 5121