



Repair Request Form and Checklist

Property: _____

Tenant: _____

Date: ____/____/____

Contact Details:

Name: _____

W: _____ H: _____

M: _____ Email _____

Availability for tradesperson to visit property – Most tradespeople are available Monday to Friday 8.00am to 4.00pm.

Day(s): _____ Time(s): _____

Repairs Requested – please include all relevant details.

This form may be either:

- Lodged in person at _____
- Mailed to the above address
- Faxed to us at 9626 1577
- Emailed to lyndell@lsqh.com.au

<i>Office Use Only (Checklist)</i>	<i>Property Manager:</i> _____
<i>Date received</i>	____/____/____
<i>Time received</i>	_____am/pm
<i>Date entered into computer</i>	____/____/____
<i>Landlord advised</i>	<i>Yes/No L/ord approval given Yes/No</i>
<i>If NO, Tenant advised and Action and Conversation Diary Updated</i>	____/____/____
<i>If YES, Job given to _____</i>	
<i>Entered into computer</i>	____/____/____