

# REPAIR REQUEST FORM AND CHECKLIST



Property: \_\_\_\_\_  
Tenant: \_\_\_\_\_  
Date: \_\_\_\_\_

## CONTACT DETAILS

Name: \_\_\_\_\_  
Relationship to tenant: \_\_\_\_\_  
☎ Work: \_\_\_\_\_ ☎ Home: \_\_\_\_\_  
☎ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## REPAIR REQUEST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can our tradesperson enter if you are not there? Yes / No (circle one)  
Would you like tradesperson to contact you for access Yes / No (circle one)

- This form may be either:
- Lodged in person at **(PRDnationwide Newcastle)**
  - Mailed to us at PO BOX 1089, Newcastle NSW 2300
  - Faxed to **(02 4926 4876)**
  - Emailed to your appropriate property manager

Thank you for reporting this matter to our office. Someone will be in touch with you within one business day to advise what action will be taken.