

REPAIR REQUEST

DATE: _____

TENANT'S NAME: _____

ADDRESS: _____

CONTACT: (H) _____ (W) _____ (M) _____

Email _____

REPAIRS
REQUIRED: _____

(Please provide as
much detail as
possible) _____

ACCESS FOR
TRADESPERSON:

Use the Agency's key

Call to arrange access

THIS FORM MAY BE EITHER:

1. Lodged in person at Ray White Blackburn, Suite 1, 60-64 Railway Road, Blackburn 3130
2. Mailed to Ray White Blackburn at the above address
3. Faxed to Ray White Blackburn on 9878 5100
4. Emailed to rentals.blackburn.vic@raywhite.com

OFFICE USE ONLY

Date Received: _____ Time: _____ am/pm

Property Manager: _____

Date Entered on Computer: _____ by _____

Job given to: _____ Order No. _____