

Ray White®

Maintenance Repair Request

166 Pacific Parade
DEE WHY NSW 2096
Ph: 9984 0052
Fax: 9972 1018
Email rentals@rwbeaches.com.au

Job Number

Date

Property Address

Name

Contact Information

Business

Home

Mobile

Email

The following repair items require attention –

- ☐ Any repairs for whitegoods require serial and brand to be listed below
- ☐ Please be specific

Repair item 1

Repair item 2

Repair item 3

☐ I hereby understand that a contractor may contact me with regard to this repair and I authorise Ray White, its employees and contractors if necessary to use the keys to the above property if held by Ray White to gain access to, investigate and if applicable, carry out the repairs at the above property.

I further acknowledge that my contact information may be provided to either the contractors engaged by Ray White or the owner property to facilitate contact in order to carry out the repairs.

Please note: whilst every effort is made to attend to your repair request in the quickest possible timeframe, it is often necessary to obtain landlord's approval and/or quotes before any work can commence and therefore some delays may be unavoidable.

Tenant Name

Signature

Date

OFFICE USE ONLY

Owner contacted

Instruction

Date contacted

Tradesperson contacted

Repair time scheduled

Date contacted

Assigned Tradesperson

Company

Contact Phone

Email