

Maintenance Repair Request

Work Order
Number

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Date	
Property Address	
Name	

Contact Information			
Business		Home	
Mobile		Email	

The following repair items require attention

Repair item 1

Repair item 2

Repair item 3

I hereby authorise Ray White, its employees and contractors to use the keys to the above property held by Ray White to gain access to, investigate and if applicable, carry out the repairs at the above property.

I do not authorise Ray White, its employees or contractors to use the keys to the above property held by Ray White and undertake to personally provide access to the property at a time to be advised by Ray White contractors. I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Ray White contractors for travelling to and from the 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.

Tenant Name

Signature

Date

OFFICE USE ONLY

Owner		Instruction		Date contacted	
Tradesperson		Repair time		Date contacted	

Assigned Tradesperson		Company	
Contact Phone		Email	