

It is a policy of our office that all repairs are to be submitted in **writing** and must be advised **as soon as possible**. In order for repairs to be attended to, please complete this form and fax, email, post or deliver to our office. Either our office or a tradesperson will be in contact with you.

Email: [echuca.vic@raywhite.com](mailto:echuca.vic@raywhite.com)

**REPAIRS/ REQUEST FORM**

Property address \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_

Phone (w) \_\_\_\_\_ (Mob) \_\_\_\_\_ (H) \_\_\_\_\_

**Nature of problem (State Specific details)**

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

What day was the problem discovered? \_\_\_\_\_

**If a service call is made on a properties appliance & no fault is found then the call out fee will be charged back to the tenant.**

(a) stove is gas / electric (b) Oven is gas / electric (c) Hot water is gas /electric

**To gain access:**

- (a) Use the owners key at your convenience
- (b) Phone me between \_\_\_\_\_ and \_\_\_\_\_ am / pm to make an appointment to enter

**TENANTS SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>OWNER</b> _____	<b>DATE CONTACTED</b> _____
<b>REPAIRER</b> _____	<b>WORK ORDER SENT</b> _____
<b>FILE NOTES</b> _____	
_____	
_____	
_____	