



Repair Request Form and Checklist

Property:	
Tenant (s):	
Date:	
Contact Details & Access Arrangements:	
Name:	
Relationship to Tenant:	
W:	H:
M:	Email:
Is access available by a tradesman in your absence with the Master Keys to the property? Yes / No	

Tenants Signature:

Repairs Requested:

This form may be either:

- Mailed to Property Management HQ, PO Box 3355, Bateau Bay NSW 2261 (min 1 week response)
- Faxed to us at 02 4933 9955 (72 hour response)
- Completed and submitted via email info@pmhq.com.au (48 hour response)
- For Urgent Repairs requiring immediate assistance please call us by telephone 1800 452 052

Office Use Only (Checklist)	Completed
• Date received	___ / ___ / ___
• Date entered into computer	___ / ___ / ___
• Landlord advised and approval given YES/NO	___ / ___ / ___
• If NO, Tenant advised and Action and Conversation Diary updated	___ / ___ / ___
• If YES, Job given to:	
• Work Order No.	
Property Managers Signature:	