

## Repair Request Form

First Floor, 444a High Street, Maitland NSW 2320

t 4934 1901 f 4027 5071 e rentals@valleystateagents.com.au w valleystateagents.com.au



property address

tenants

date

### Contact details:

name

home phone

work phone

mobile phone

email

### Repairs Requested:

repairs

### Authority to enter:

yes

no

### CHECK LIST – OFFICE USE ONLY

date notice received / /

access for tradesperson using the agency's key confirmed YES / NO / /

time received am / pm

tenant contacted to arrange access for tradesperson YES / NO / /

computer input / /

when invoice received, confirm work has been completed YES / NO / /

landlord advised and approval given YES / NO / /

invoice amount \$

If NO, tenant and landlord letters sent / /

advised landlord or invoice cost and payment arrangements YES / NO / /

If YES, job given to

invoice approved for payment / /