

## Repair Request Form and Checklist

Property: \_\_\_\_\_

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

Contact details:

Name: \_\_\_\_\_

Relationship to  
tenant: \_\_\_\_\_

☎ Work: \_\_\_\_\_

☎ Home: \_\_\_\_\_

☎ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**SMOKE ALARMS FUNCTIONING**

YES

NO

Repairs requested:

---

---

---

---

---

---

---

---

---

---

How long has this condition existed?

---

Can our tradesperson enter if you are not there?

Yes / No (circle one)

If not, what is your preferred day and time for repair?

\_\_\_\_\_ at \_\_\_\_\_ am/pm

This form may be either:

- Lodged in person at **Richardson & Wrench Lindfield 358 Pacific Hwy, Lindfield**
- Mailed to us at the above address
- Faxed to **(02) 9416 1899**
- Completed and submitted online at **dauideaston@randwlindfield.com.au**

Thank you for reporting this matter to our office. Someone will be in touch with you within one business day to advise what action will be taken.