

Repair Request Form

TO LODGE A REPAIR REQUEST FORM:

1. Lodge in person or mail to: Wilsons Warrnambool, 50 Fairy Street, Warrnambool 3280
2. Scan and email to: rentals@wilsonswarrnambool.com.au

Property address:
Tenants:
Date:

Contact Details:

Name:
Phone:
Email:

Repairs Requested:

Repairs:

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s are responsible to restrain or remove for access.
- Approval to enter via Agency Key with Tradesperson to advise Tenant of the day of entry.
- Tenant/s to be present. Tradesperson to call Tenant to arrange a time.

****Please be aware that if the Tenant arranges a time with the tradesperson but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access**

Tenant Name:
Signature:

OFFICE USE ONLY

Date Received:	Tradesperson using the agency's key confirmed YES/NO
Landlord advised, and approval given YES/NO	Tenant contacted to arrange access for tradesperson YES/NO
If NO, tenant and landlord letters sent:	Invoice approved for payment YES/NO
If YES, job given to:	Property Manager's Signature: