

Repair Request Form and Checklist

Property: _____

Tenant: _____

Date: _____

Contact details:

Name: _____

Relationship to tenant: _____

☎ Work: _____ ☎ Home: _____

☎ Mobile: _____ Email: _____

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 **Raine & Horne Glenelg Office - 2/79 Brighton Rd, Glenelg**
- Mailed to us at the above address **PO Box 1074 Glenelg South 5045**
- Faxed to **08 8294 0054**
- Completed and submitted by email **Glenelg@rhsa.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.