

# 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?

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

at

This form may be either:

- Lodged in person at Bernats Lewis Real Estate
- Mailed to us at Bernats Lewis Real Estate 1/76 City Road, Beenleigh
- Faxed to 3807 2998
- Completed and submitted online at [www.bernatslewis.com.au](http://www.bernatslewis.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.