



REPAIR REQUEST

Ph: 08 9259 0888 Fax: 08 9259 0800 Email: rentals@vargarealty.com.au

Date:		Time:	
Address of Property:			
Tenants Name:			
Daytime Contact Numbers:	1.	2.	
Authorised for tradesperson/repairer to use security keys: YES/NO			

Please note that we use only preferred tradespeople who have been selected for their professional and integrity – **allowing them to use security keys will assist in reducing the time taken to attend to the repairs or maintenance.**

Do you have a dog:	YES/NO	Type:		Secured:	YES/NO
Nature and specific location of fault/repair:					

HWS Repair:	Make		Model		Gas/Electric
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Special Notes for Tenants/Information

1. Please realise that the standard of the house is as inspected and any requests for renovation or refurbishment MUST BE REFERRED TO THE LESSOR AND IS AT THEIR DISCRETION.
2. If the repair or maintenance has not been done and you have not heard from us within seven (7) days, please contact your Property Manager. Please note that all repairs are referred to lessors before we can act.
3. Repairs are referred to tradespeople promptly – time frames can vary depending on the individual tradespersons workload – trades will contact tenants direct to arrange suitable access.
4. Unauthorised work will be at tenant's expense ONLY.

OFFICE USE ONLY

Logged:		Urgent:	YES/NO	Received By:	
Lessor Contacted:	Time:			Date:	
Lessor Instructions:					
Tradesperson Sent:		Contact Number:			
Confirmation Email to Tenant:				YES/NO	Date