

REPAIR REQUEST

DATE...../...../.....



TENANT'S NAME

ADDRESS:

..... VIC Email.....

BEST CONTACT No. (F)..... (M).....

REPAIRS REQUIRED: (Please provide as much detail as possible)

.....
.....
.....
.....

Tenant Full Name Tenant Sign

ACCESS FOR TRADESPERSON: Use the Agency's key Call to arrange access

THIS FORM MAY EITHER:

1. Lodged in person to Exceland Real Estate at **1373 Toorak Road, Camberwell Vic 3124**
2. Mailed to Exceland Real estate at the above address
3. Faxed to Exceland Real Estate on **9889 1566**
4. Email to Exceland in rentals@exceland.net.au
5. Lodged by web to [www.exceland.net.au /forms/repair request](http://www.exceland.net.au/forms/repair%20request)

OFFICE USE ONLY	Date Received
Report to Landlord Date...../...../.....	By Phone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Others.....
Agent's Comments:.....	
Landlord Authorisation Date	Sign.....
Job given to.....	Repair Date/Time...../...../..... Amount \$.....
Confirm Date	by..... Sign.....

EXCELLENT SERVICE

EXCELLENT RESULTS

EXCELLENT VALUES