

REPAIR REQUEST

DATE: _____

TENANT'S NAME: _____

ADDRESS: _____

CONTACT: (H) _____ (W) _____ (M) _____

Email _____

REPAIRS REQUIRED:

(Please provide
as much detail
as possible)

ACCESS FOR Use the Agency's key

Call to arrange access

TRADESPERSON:

THIS FORM MAY BE EITHER:

1. Lodged in person at Beaufort Realty of 580 Beaufort Street, Mt Lawley
2. Faxed to (08) 9227 0881
3. Emailed to fran@beaufortrealty.com.au

REMEMBER ! All Maintenance Must Be Reported

Failure to report maintenance may result in the tenant becoming liable for the cost of the repair ie: failure to report a water leak which results in the damage worsening will become the responsibility and cost of the tenant to repair

KINDLY CONTACT OUR OFFICE WHEN REPAIRS HAVE BEEN CARRIED OUT