

Repair Request Form and Checklist

Property
Address:

Tenant Name:

Date:

Contact details:

Name (If other
than above):

Relationship to
tenant (if not
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:

- Completed and submitted online at (silverbulletrealty.com.au)
- Emailed to us on info@silverbulletrealty.com.au
- Mailed to us at PO Box 7569, Bondi, NSW, 2026
- Faxed to us on 02 8095 6573

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.