

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?

If not, what is your preferred day and time for repair?

_____ at _____
am/pm

This form may be either:

- Faxed to **1300 388 488**
- Mailed to us at **PO Box 482, Darlinghurst NSW 1300**.
- Completed and submitted online at **www.focuspropertymanagement.com.au**

Thank you for reporting this matter to our office.

Someone will be in touch with you within two business days to advise what action will be taken.