

Repair Request Form & Checklist



P: 3373 9868 F: 3373 9831

Property:

Tenant / s:

Date: ____ / ____ / ____

Contact details:

Name:

Relationship to tenant:

W:

H:

M:

Email:

Repairs requested:

This form may be either:

- Lodged in person at **YONG GROUP, 5/223 Calam Rd, Sunnybank Hills**
- Mailed to us at the above address
- Faxed to **07-3373 9831**
- Completed and submitted online at **yong.com.au**

Office use only (Checklist)	Completed
• Date received	____ / ____ / ____
• Time received	____ am/pm
• Date entered on computer	____ / ____ / ____
• Landlord advised and approval given Yes/No	____ / ____ / ____
• If NO, tenant and Landlord letters sent	____ / ____ / ____
• If YES, job given to:	
• Work order number	
• Access for tradesperson using the agency's key confirmed	<input type="checkbox"/>
• Tenant contacted to arrange access for tradesperson	<input type="checkbox"/>
• When invoice received, confirm work has been completed	<input type="checkbox"/>
• Invoice amount	\$
• Advise landlord of invoice cost and payment arrangements	<input type="checkbox"/>
• Invoice approved for payment	____ / ____ / ____

Property Manager's
signature: