

# Repair Request Form & Checklist

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 **Cowdy & Co, 29 Papanui Road, Christchurch**
- Mailed to us at **PO Box 25187, Christchurch**
- Faxed to **03 3556 660**
- Completed and submitted online at **(Agency website)**

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 No.	
• 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 \_\_\_\_\_