

REPAIR REQUEST

DATE: _____

TENANT'S NAME: _____

ADDRESS: _____

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

Email _____

REPAIRS
 REQUIRED: _____

(Please provide
 as much detail
 as possible)

**"Refer to Moving
 In Sheet"**

ACCESS FOR TRADESPERSON: Use the Agency's key Call to arrange access

THIS FORM MAY BE EITHER:

1. Lodged in person at Moss Estate Agents - 361 High Street Northcote
2. Mailed to Moss Estate Agents at the above address
3. Faxed to (03) 9489 5130
4. Emailed to rentals@mossstateagents.com.au

OFFICE USE ONLY

Date Received: _____ Time: _____ am/pm

Property Manager: _____

Date Entered on Computer: _____ by _____

Job given to: _____ Order No. _____