

# Maintenance Repair Request

Job Number

Date

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Property Address

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Name

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Contact Information

Business

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Home

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Mobile

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Email

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**The following repair items require attention**

Repair item 1

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Repair item 2

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Repair item 3

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- I hereby authorise Ray White, its employees and contractors to use the keys to the above property held by Ray White to gain access to, investigate and if applicable, carry out the repairs at the above property.
- I do not authorise Ray White, its employees or contractors to use the keys to the above property held by Ray White and undertake to personally provide access to the property at a time to be advised by Ray White contractors. I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Ray White contractors for travelling to and from the property.
- I further acknowledge that my contact information may be provided to either the contractors engaged by Ray White or the owner property to facilitate contact in order to carry out the repairs.

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**Tenant Name**

**Signature**

**Date**

**OFFICE USE ONLY**

Owner contacted \_\_\_\_\_ Instruction \_\_\_\_\_ Date contacted \_\_\_\_\_

Tradesperson contacted \_\_\_\_\_ Repair time scheduled \_\_\_\_\_ Date contacted \_\_\_\_\_

Assigned Tradesperson \_\_\_\_\_ Company \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_