

Repair Request Form

Property: _____

Tenant Name: _____

Date: _____

Contact details:

Best Daytime
 Number to call: _____

Other Number: _____

Repairs requested- Please give details, make/model numbers, what room/area it's in etc

How long has this condition existed? _____ Is it an emergency?_____

Access to the Property

Our tradesperson will be in contact with you shortly to let you know what day and timeframe they will be in your area to complete the repair request. The tradesperson will do their best to accommodate mutually convenient timeframes during business hours, however this cannot be guaranteed. If you are not available to provide access, we can arrange access using our office key. The tradesperson will still notify you when they will complete the repair request.

Please enter with office key: Yes No - I am available to provide access

IMPORTANT- Tradespeople are not available on weekends or outside of normal business hours, unless it is considered life threatening, or real property/contents damage may occur

Completed By _____ Signature _____ Date / /

- Lodge this form in person or mail to **AdProp at 6 Todd Street Port Adelaide SA 5015**
- Faxed to **(08) 8425 9620**
- Completed and submitted online via email **rentals@adprop.com.au**

Thank you for reporting this matter to our office.
 Someone will be in touch with you soon to advise what action will be taken.