

# Repair Request Form and Checklist

property address:

tenants

date

## Contact details

name

Relationship to tenant (if not tenant)

work

home

Mobile

email

## Repairs requested

Repairs

### Authority to Enter

I authorise the Acru office or repairer to enter the property with keys in order to carry out the repair.  
Form may be emailed or scanned to your property manager - [hello@acruproperty.com.au](mailto:hello@acruproperty.com.au)

### CHECKLIST - Office Use Only

date notice received / /

access for tradesperson using the agency's keys confirmed YES NO / /

time received am / pm

tenant contacted to arrange access for tradesperson YES NO / /

computer input / /

when invoice received, confirm work has been completed YES NO / /

landlord advised and approval given YES NO / /

invoice amount \$

If YES, Job given to:  
Work order Number:

Invoice payment date / /  
Property Manager Signature

