

Repair Request Form – River Scape Apartments

We will endeavor to efficiently have all repairs promptly rectified for our tenants to ensure minimal disturbance to your lifestyle. **Help us help you**, by filling out this form and submitting it to our office via scan & email or you can drop it in the Body Corporate letterbox. This form will then be placed in our maintenance rectification process and you will be advised when/if the repair will be rectified, as per the lessor(s) consent.

Upon receiving this form it will be presumed by our office that the tenant has immediately advised us of the issue after being discovered.

Date : _____

Tenant making Request : _____

Unit Number : _____

Mobile () : _____

Work () : _____

Email () : _____

Please place a dash (For example (-)) beside your best point of contact between 9:00am – 5:00pm.

ISSUES REQUIRING REPAIR

I/we the tenants confirm the above noted information is true and correct and will give consent for the property manager, handyman or tradesperson to enter our apartment and investigate/rectify the issue upon verbal or written consent.

TENANT SIGNATURE _____ Date _____

<p>OFFICE USE ONLY:</p> <p>Issue Investigated by: _____</p>	<p>Repairs to be Rectified by: _____</p> <p>Completed on: _____</p> <p>Date: _____ Time: _____</p>
<p>Quotes Required: Y / N</p> <p>Quotes Received by: _____</p>	<p>Awaiting Invoice from: _____</p> <p>Invoice Received & Attached: Y / N</p>
<p>Lessors Consent Received: Y / N / NA</p>	