



REPAIR REQUEST FORM

Date:

Name:

Address:

Contact Number:

MMJ Real Estate Dapto have a strict policy around reporting repairs and/or maintenance. **Emergency/Urgent** repairs are to be reported IMMEDIATELY by phoning the office on 42618890. For afterhours emergency repairs refer to your Residential Tenancy Agreement. ALL other repairs or required maintenance are to be reported to the office IN WRITING as soon as possible. When attending to repairs it is often necessary to organise quotes and obtain the landlord's approval - therefore, a delay is often unavoidable and we appreciate your patience in this matter.

Type of Repair	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical	<input type="checkbox"/> General	<input type="checkbox"/> Urgent
Details of Problem:				
Problem Started on:				

Please note you may be charged a fee that if a tradesperson is called out to your property and the tradesperson finds that the problem was caused by your faulty appliance, or if no problem is found, or If you make a time with the tradesperson and you are not at home when they call, or the problem is caused through misuse or mistreatment of the appliance or equipment.

This form can be returned to us via:

Email: dapto@mmj.com.au

Fax: 4288 8000

Post: PO Box 3007 Brownsville NSW 2530

In Person: 1/27 Princes Highway Dapto NSW 2530

Signature:

Signature:

Date:



OFFICE USE ONLY

Repair Received on __/__/__

Repair Entered into Property Tree Yes No

Landlord Contacted on __/__/__

Owner Attending Contractor Required

Instructions:

Contractor:

Work Order Sent: __/__/__

Completed on __/__/__

Owner to Pay Paid from rent trust

Invoiced Entered on __/__/__

Invoice Number:

Notes: