

# REPAIR REPORT

DATE: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT DETAILS: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

REPAIRS  
REQUIRED: \_\_\_\_\_

*(incl: make, model,  
gas/elec & any  
other relevant  
details)* \_\_\_\_\_

\_\_\_\_\_

### ACCESS FOR TRADESPERSON:

- Use the Agency's key
- Call to arrange access

### THIS FORM MAY BE EITHER:

1. Lodged in person at M Estate Agents
2. Mailed to M Estate Agents at the above address
3. Faxed to 03 9296 2140
4. Emailed to [info@mestateagents.com.au](mailto:info@mestateagents.com.au)

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Property Manager: \_\_\_\_\_

Date Entered on Computer: \_\_\_\_\_ by \_\_\_\_\_

Job given to: \_\_\_\_\_ Order No. \_\_\_\_\_