



DATE _____

Repair Request – To Be Emailed To Your Property Manager

Urgent repairs initially to be phoned through to our office on (08) 9459 9000.

Examples of urgent repairs are:- no power, no hot water, severe water leak etc.

Name

Address of Property

Contact Phone Numbers

Home:-

Work:-

Mobile:-

Details of the problem/fault. (please be specific)

Has a similar problem occurred before?

☐ No

☐ Yes – Provide details below

Have you made an attempt to rectify?

If the problem is with a stove, oven or hot water system, please provide the following details.

Type

Electrical/ Gas/ Solid Fuel

Manufacturer

Model No. (Not Serial No.)

Please be aware that if the problem is caused by the tenant (e.g. a faulty electric plug in heater) causing a circuit fault, then you will be liable for any costs incurred.