

# Repair Request Form and Checklist

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

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

**Contact details:**

Name: \_\_\_\_\_

Relationship to tenant: \_\_\_\_\_

 Work: \_\_\_\_\_  Home: \_\_\_\_\_

 Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Repairs requested:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long has this condition existed?

\_\_\_\_\_

Can our tradesperson enter if you are not there? Yes / No (circle one)

If not, what is your preferred day and time for repair? \_\_\_\_\_ at \_\_\_\_\_ am/pm

This form may be either:

- Lodged in person at **Rent Right Property Management Limited**
- Mailed to us at : Rent Right Property Management Ltd, P O Box 27090, Christchurch 8640
- Faxed to **(03) 377 4940**
- Completed and submitted online at **www.rentright.co.nz**

Thank you for reporting this matter to our office.

Someone will be in touch with you within one business day to advise what action will be taken.