

Repair Request Form



Date: _____

Tenant's Name: _____

Address: _____

Contact: (H) _____ (W) _____ (M) _____

Email _____

Repairs Required (Please provide as much detail as possible)

Access for Tradesperson Use the Agency's key Call to arrange access

Please sign the reverse side of this form under the Privacy Act acknowledgment, so that we may provide your details to the appropriate tradespersons, landlords, etc. as indicated.

This form may be either:

1. Lodged in person at PRDnationwide Geelong
2. Mailed to PRDnationwide Geelong at 86 Ryrie Street, Geelong.
3. Faxed to PRDnationwide Geelong on 03 5226 9355

Office Use Only

Date received: _____ Time _____ am/pm Property Manager _____

Landlord name & contact register: _____

Date entered on computer: _____ by _____

Job given to: _____ Completion confirmed: _____

Invoice Amount: \$ _____ Invoice No.: _____ Landlord advised: _____

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Privacy Act 1988 – Collection Notice

Personal information collected by us through this report is necessary to manage the tenancy. The information in this report may be disclosed to other parties as permitted by the Privacy Act 1988 including the landlord, tradespeople and third party operators.

If you would like to access your personal information held by us, you can do so by contacting us using the details provided below.

You can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, we may not be able to manage the tenancy effectively.

Tenant's Signature: _____

Tenant's Name: _____