**Property:**

**Tenant:**

**Date:**

**Name:**

**Relationship to tenant:**

** Work:**

** Home:**

** Mobile:**

**Email:**

How long has this condition existed?

Can our tradesperson enter if you are not there?

If not, what is your preferred day and time for repair?

Yes / No (circle one)

at

 am/pm

This form may be either:

* Lodged in person at Bernats Lewis Real Estate
* Mailed to us at Bernats Lewis Real Estate 1/76 City Road, Beenleigh
* Faxed to 3807 2998
* Completed and submitted online at [www.bernatslewis.com.au](http://www.bernatslewis.com.au/)

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.

**Repairs requested:**

**Contact details:**

**Repair Request Form and Checklist**