

# REPAIR REQUEST FORM

This form is not appropriate for any urgent problems, such as serious leaks etc if the problem is urgent please phone (03) 338 5924 anytime.

Tenant Name \_\_\_\_\_

Property Address \_\_\_\_\_

Email \_\_\_\_\_

Day Phone Number \_\_\_\_\_

Evening Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Access Arrangement:  Tradesperson to use office key  
(Please Tick one Box)

Tradesperson to make appointment/arrangements with tenant

Where is the Maintenance Problem: \_\_\_\_\_

Describe the Maintenance Problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Maintenance Required  Urgent  Non Urgent

**Non urgent repairs will be ordered within 3 working days. If reporting an appliance problem, please provide the make and model of the appliance**

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax, post or hand deliver to:

Professionals Christchurch Ltd  
33 Halswell Road, Hoon Hay,  
Cnr Halswell & Hoon Hay Roads, Christchurch  
Phone: (03) 338 5924 Fax: (03) 338 1480