



Date / Time	_____ / _____ / _____ : _____ AM PM
Name of Person Reporting Repair	
Phone	
Email	

Repair Required For:

Unit No. _____ Communal Area _____

Details Of Repair Required:

Have You Reported This Before?

Yes No

Was This Attended To And Repaired Before?

Yes No

Please Tick An Option Which Applies Regarding Entry

Phone me between _____ and _____ to arrange a time to enter

Entry Notice – I hereby authorise CGQ maintenance staff and/or the tradesperson to enter the unit using office access if I am not home (*Tenants must sign this form as confirmation*)

Signature of Reporter	
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OFFICE USE ONLY

Entered Into Console	<input type="checkbox"/> Yes - Console Work Order No. _____ <input type="checkbox"/> No
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