



REPAIR REQUEST
PLEASE EMAIL TO BDM LEASING OR LODGE IN PERSON AT THE OFFICE
mail@bdmleasing.com.au

DATE: _____

PROPERTY ADDRESS: _____

TENANT: _____

CONTACT NUMBER: _____

- URGENT MAINTENANCE – PLEASE CALL THE OFFICE IMMEDIATELY ON (02) 6061 0111
IF THE OFFICE IS CLOSED, PLEASE REFER TO ORANGE GUIDE
- NOT URGENT – PLEASE TAKE PHOTOS AND RECORD DETAILS BELOW

DESCRIPTION OF REPAIR/S: _____

COMPLETE IF APPLICABLE

Heater Model #	<input type="checkbox"/> Ducted <input type="checkbox"/> Gas	Split System Model #	Air Conditioner Model #
Hot Water Model #	<input type="checkbox"/> Gas <input type="checkbox"/> Electric	Stove Model #	Oven Model #
		<input type="checkbox"/> Gas <input type="checkbox"/> Electric	<input type="checkbox"/> Gas <input type="checkbox"/> Electric

TENANT SIGNATURE: _____