



N&R Realty LLC

Please e-mail to NandRRRealty@gmail.com
(518) REALTY7 Monday - Thursday 6AM-2:30PM

Instructions:

Please fill out form and e-mail
to NandRRRealty@gmail.com
with subject line "service request"

W.O. # [_____]

W.O. Date [_____]

Work order request Jobs will be done Monday
to Thursday from 6:00 AM - 2:30 PM ONLY

Work Order Request Form

Priority

Urgent

☐ within 4 hours

Priority

☐ within 3 days

Normal

☐ within 14 days

Low

☐ within 40 days

Other

☐ specific time _____

Please note: Urgent is classified as high risk OH&S (occupational health and safety) or Security issue only.

Date Logged: _____

Time: _____

Building/Address: _____

Exact Location/Level/Apt: _____

Please fill out a separate request
form for each order.

Client/Resident: _____

For example: one request for the bathroom light bulb
and one separate request form for the bedroom light bulb

*Bill to: _____

*If name is same
as above please

*Reporting Persons Name: _____

just note
"Same"

Contact number: _____

*Onsite Contact Name: _____

in field.

Contact number: _____

Building Access Details: _____

Type of work/ repair required:

☐ Airconditioning Base Building

☐ Main Auto Doors

☐ Airconditioning Supplementary Unit

☐ Pest Control

☐ Carpet

☐ Plumbing

☐ Cleaning

☐ Quote / Advice Required

☐ Electrical Repairs

☐ Security Systems

☐ Fire Services etc

☐ Signage

☒ General Repairs

☐ Water Leakages

☐ Heating

☐ Horticulture

☐ Lifts

☐ Lighting

☐ Locksmith

☐ Other

Problem/ Fault Description:

Don't leave blank

Please fill with details

Is this problem within your area (tenancy):

☐

Or is it within core area (base building):

☐

***NOTE: Urgent work orders should be phoned through to the Property Manager.

Request Approved

Cost to Repair:

Hours of work:

Pending Payment from Tenant

Request Canceled

Please ensure that **ALL** sections of this form are complete prior to sending to the Response Centre.