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Repair Advice

Tenant: _____
 Address: _____
 Work phone: _____ Home Phone: _____ Mobile: _____
 Email: _____ Fax: _____

Our office would prefer that all repair requests be put in writing. Requests can be handed delivered, faxed or emailed to our office. Please ensure this is done as soon as possible after the damage is noticed.

Contact our office immediately for any emergency repairs

In order for a repair to be attended to, please complete the following. Either a representative of our office or our tradesperson will be in contact with you. Details of repair (Please print clearly):

Tenant confirmation:

- I/We hereby authorise your office and/or the tradesperson to enter the property with the keys in order to carry out the repairs or to view the repairs needed.
- I/We will be home. Preferred time and date: _____

Signed by Tenant _____ Date/Time: _____
 _____ Date/Time: _____

In the event the following items need attention, please list the Make and model number

Stove:	_____	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	
Oven:	_____	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	
Hot Water system :	_____	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	Size: _____ltr
Dishwasher:	_____			
Air conditioner:	_____			
Dryer:	_____			
Washing Machine:	_____			
Microwave:	_____			
Fridge:	_____			