

REPAIR REQUEST

Tenant:

Date:

Address:

Phone: Work:

Home:

Mobile:

Fax:

Email:

It is our office policy that all repairs must be in writing and must be advised as soon as possible. In order for a repair to be attended to, please complete the Repair Advise and fax, post, email or deliver to our office.

NB: Please be aware that when our trade person attends to the repair. If the repair no longer exists or has been repaired by the tenant, then the tenant will be responsible for any service charge.

Details of repair (please print clearly)

Tenant Confirmation

I/we hereby authorize your office or the repairers to enter the property with the keys in order to carry out the repair or view the repair.

In the event of the following items requiring attention, Please delete which is not applicable.

STOVE Gas / Electric

OVEN Gas / Electric

HOT WATER Gas / Electric

Signed by Tenant Date.....

(office use only)

Repairer:			
Date Issued	Date Completed	Date Paid	Cost