

To _____ Date _____

REPAIR ADVICE

Lessee _____

Address _____

Phone Work Home _____

 Mobile Fax _____

It is a policy of our office that all repairs and maintenance requests must be in writing either email, letter or in person and must be advised as soon as possible. Repairs and maintenance requests will not be accepted over the phone unless they are deemed of an urgent nature.

In order for a repair to be attended to, please complete the repair advice and to, post or deliver to our office. Either a representative of our office, the lessor or our tradesperson will be in contact with you.

Details of repair (please print clearly)

(office use only)

Repairer

.....

Date issued

.....

Date paid

.....

Cost

.....

Tenant Confirmation

I/We hereby authorise your office and or the repairers to enter the property with the keys to carry out or view the repair.

Signed by Lessee/s _____ Date _____

_____ Date _____

In the event of the following items requiring attention, please advise by deleting which is not applicable.

STOVE -Gas /Electric **OVEN** - Gas /Electric **HOT WATER** - Gas/ Electric/ Solar