

RESIDENTIAL PROPERTY MANAGEMENT - REPAIRS ADVICE

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email Address: \_\_\_\_\_

It is *office policy* that all repairs must be in writing and be advised as soon as possible.

In order for a repair to be attended to, please complete the repair advice and either fax, email, post or deliver to our office. Once received at our office, either a representative of our office or our tradesperson will be in contact with you.

Please specify clearly your maintenance problem:

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Tradesperson Access:

Use the agency key:

Call tenant to arrange access:

If arrangements regarding access for any trades people are not kept by you, the service charge for calling the tradesperson will be automatically passed on to you for payment.

SIGNED BY: TENANT ..... DATE .....

TENANT ..... DATE .....

In the event of the following items requiring attention, please circle the correct details below

STOVE TOP	Gas	or	Electric	
OVEN	Gas	or	Electric	FANFORCED Y / N
HOT WATER SYSTEM	Gas	or	Electric	
HOT WATER SYSTEM	Inside	or	Outside	