

TENANT REPAIRS / REQUEST FORM

Property address: _____
Tenant surname: _____ First name: _____
Phone: _____ (W) _____ (Mob) _____ (H)
Email: _____

REPAIRS/REQUEST REQUIRED: PLEASE BE SPECIFIC AND GIVE THE FULL DETAILS.

If the problem is of an **EMERGENCY** nature, **PLEASE PHONE FIRST** and then confirm in writing

Please select the options which apply, regarding appliances and entry:

If any of the following items need attention:

Stove is gas / electric

Oven is gas / electric

Hot water is gas / electric

To gain access:

(a) Use agent's key and enter at the convenience of the tradesperson	YES	NO
(b) Phone me between am / pm to make an appointment to enter	YES	NO

TENANTS CONFIRMATION

I / we hereby authorise your office and / or the repairers to enter the property as above in order to view or carry out the repairs.

YES NO

It is a policy of our office that all repairs must be in writing and must be advised as soon as possible. In order for repairs to be attended to, please complete this form and fax, post or deliver to our office. Either a representative or our office or a tradesperson will then be in contact with you.

We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by Ray White Rural Moree) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our privacy officer.

TENANTS SIGNATURE: _____ **DATE** _____

Please print clearly and complete form in full so that we can solve the problem as soon as possible

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