

## **REPAIR ADVICE/ROUTINE INSPECTION**

(must be faxed or scanned and emailed to our office ASAP **EXCEPT** for routine inspection – can be left on kitchen bench)

Date:		Time:	
Address of Property:			
Tenants Name:			
Daytime Contact Numbers:	1	2	
Email:	1	2	
Authorised for tradesperson/repairer to use office keys: YES/NO			

Please note that we use only preferred tradespeople who have been selected for their professional and integrity - **allowing them to use office keys will assist in reducing the time taken to attend to the repairs or maintenance**

Do you have a dog: YES/NO	Type:	Secured: YES/NO
Nature and specific location of fault/repair:		

HWS Repair:	Make:	Model:	Gas/Electric
Tenant Signature:			

**Special Notes for Tenants/Information**

If the repair or maintenance has not been done and you have not heard from us within seven (7) days, please contact your Property Manager. Please note that some owners insist on repairs being referred to them before we can act.

Repairs are referred to tradespeople promptly - time frames can vary depending on the individual tradespersons workload.

Unauthorised work will be at tenants expense ONLY.

**OFFICE USE ONLY**

Logged:	Urgent: YES/NO	Received By:
Owner Contacted:	Time:	Date:
Owner Instructions:		
Tradesperson Sent:	Contact Number:	
Confirmation Email to Tenant: YES/NO	Date Sent:	