

Tenant to complete:-

Property Manager:.....

Date:.....

Time sent:.....

andrewBLAKE

REAL ESTATE

20 AVALON PARADE, AVALON

Phone: 9973 4444

Fax: 9973 3377

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 circle the options which apply, regarding appliances and entry:

If any of the following items need attention,

- (a) Stove is gas / electric (b) Oven is gas / electric (c) 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 and 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 or complaints must be in writing and must be advised as soon as possible. In order for repairs / complaints 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 authorised by Andrew Blake Real Estate) 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

OWNER _____ LIMIT \$ _____ DATE ISSUED _____

REPAIRER _____ COST \$ _____ DATE COMPLETED _____

PROP MNGR _____ DATE PAID _____ OWNER NOTIFIED _____

FILE NOTES