

**REPAIRS REQUEST FORM**

Tenant's Name: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_ Email: \_\_\_\_\_

What repairs are needed: \_\_\_\_\_

\_\_\_\_\_

If the problem relates to an electrical appliance please complete the following:

Brand or Model: \_\_\_\_\_

Gas or Electric: \_\_\_\_\_

Is the repair: Urgent  Routine

Do you want to be present when the repairs are done? Yes  No

If yes, what is the best day and time of day (am or pm) to arrange for the repair?

Day: \_\_\_\_\_ am / pm

If no, please sign below.

I am willing to allow a tradesperson to enter the premises to carry out the repairs required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE NOTE: Should a tradesperson be called out and the problem is found to be related to the appliance being incorrectly used or one of your appliances was proven to be faulty, YOU MAY BE LIABLE FOR THE SERVICE CALL OUT FEE. If a tradesperson is called without permission for anything other than an emergency repair, YOU MAY BE RESPONSIBLE FOR THE PAYMENT OF THE ACCOUNT.

I \_\_\_\_\_ have read and agree with these terms.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the tenancy manager at our office and we will contact you as soon as possible about arranging the repairs.