

# REPAIR ADVICE

DATE: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

TENANT: \_\_\_\_\_ PHONE: (H): \_\_\_\_\_

MOBILE: \_\_\_\_\_

WORK: \_\_\_\_\_

**DETAILS OF REPAIR REQUEST (please print clearly):**

---

---

---

---

---

---

---

**ACCESS:** Please select:

Contact Tenant as above

Tradesperson may use office keys and enter the property to carry out the repair.

**OFFICE USE ONLY:**

Maintenance Request Faxed: Y N Date: \_\_\_\_\_

Staff Initial: \_\_\_\_\_