

REPAIR ADVICE

TO: CITYWIDE RENTALS

DATE: _____

TENANT: _____

ADDRESS: _____

PHONE: WORK: _____ **HOME:** _____

MOBILE: _____ **FAX:** _____

EMAIL ADDRESS: _____

It is a policy in our office that all repairs must be in writing and must be advised as soon as possible. If the repair is an emergency please contact our office on 4779 5777 or on the after hours mobile 0409 212121.

In order for a repair to be attended to, please complete the repair advice and fax, post or deliver to our office. Either a representative of our office, the lessor or our tradesperson will be in contact with you.

Details of repair (please print clearly):-

TENANT CONFIRMATION

I/We hereby authorise your office and the repairers to enter the property with the keys in order to carry out the repair or view the repair.

Signed by Lessee: _____ Date: _____

_____ Date: _____

In the event of the following items requiring attention, please advise by deleting which is not applicable.

STOVE	-	GAS OR ELECTRIC
OVEN	-	GAS OR ELECTRIC
HOT WATER	-	GAS OR ELECTRIC