

REPAIRS & MAINTENANCE FORM

DATE: _____

It is a policy of our office that all repairs or maintenance requests be in writing and must be advised as soon as possible. In order for repairs/maintenance to be attended to, please complete this form and fax, post, email or deliver to our office. *Either a Property Manager or Tradesperson will be in touch with you.*

PROPERTY ADDRESS: _____

TENANT NAME/S: _____

PHONE (MOBILE): _____ **(HOME):** _____

(WORK): _____ **(EMAIL):** _____

DETAILS OF REPAIR (Please be specific and give FULL details) :

FAULTY APPLIANCE (ie Fridge, Washing Machine, Air Conditioner, TV, Hot Water System)

Make/Brand _____ Model: _____ Serial No: _____

Please tick options below which apply to entry of the property:

- I/We give permission for the appointed tradesperson to gain entry to the premises by using keys supplied by the office.
- I/We would like to be present while the tradesperson is carrying out maintenance.

Note: Approval must be obtained by the owner, before maintenance can be attended to.

TENANT'S CONFIRMATION

I/We hereby authorise LJ Hooker Cleveland and/or appointed tradesperson to enter the property as above in order to view/carry out repairs.

Signature: _____ **Date:** _____