

Repair Request Form

Date: ____ / ____ / ____

Property: _____

Tenant / s: _____

Contact Details: (mob) _____ (hm) _____

Important - If the repair is of an urgent nature or a safety issue tradesperson/s may be required access the premises using the office set of keys.

Or you may also authorise access using the office set of keys: **Yes / No**

Repair requested in full detail:

Please Note – If a tradesperson is called out and it is found that the problem was caused by your actions or you do not meet the tradesperson at time arranged, then you will be responsible to pay for the service call and to rectify any damage if caused by you.

Tenant's signature: _____

This form may be either:

- **Lodged in person** at Terry Hudson Real Estate, Cnr Short & William Sts, Port Macquarie 2444.
- **Mailed** to us at the above address
- **Faxed** to - 02 65 831 817
- **Emailed** to rentals@tsn.cc

Office use only (Checklist) Completed

- Date received ____ / ____ / ____
- Time received ____ am/pm
- Landlord advised and approval given Yes/No ____ / ____ / ____
- If NO, tenant and Landlord letters sent ____ / ____ / ____
- If YES, job given to:
- Property Manager's signature: