

Repair Request Form

Date: __ / __ / __

Property: _____

Tenant / s: _____

Email: _____ Phone: _____

Maintenance /request details:

Can our tradesperson enter using the office set of keys if you are not there? **YES / NO**

If not, what is your preferred day and time for repair? _____ at _____ **AM / PM**

How long has this condition existed?

If the repair is to be conducted on an appliance, please record the make and model of the appliance:

This form may be either:

- **Lodged in person** or **mailed** at Tara Kelly Real Estate — 89 Lachlan Street, Forbes NSW 2871
- **Emailed** to pm@tjkrealestate.com

Please Note – If a tradesperson is called out and: (a) the problem is caused by your faulty appliance or (b) If no problem is found of (c) If you make a specific time with a tradesperson and you are not home or (d) The problem is caused through misuse or mistreatment of an appliance or equipment, then you will be responsible to pay for the service call and to rectify any damage if caused by you.

Tenants Signature:

Thank you for reporting this matter to our office.