

TENANT REPAIRS / MAINTENANCE FORM

It is a policy of our office that all repairs or maintenance requested **MUST BE IN WRITING** and posted, faxed or delivered to our office as soon as possible.

EMERGENCY REPAIRS ONLY WILL BE ACCEPTED OVER THE PHONE

Property Manager: _____

Property Address: _____

Tenant: _____

CONTACT DETAILS: Name: _____

Relationship to tenant: _____

Phone: (Hm) _____ (Wk) _____ (Mob) _____ (Fax) _____

REPAIRS REQUIRED: Be specific and give full details

How long has this condition existed? _____

IF THE PROBLEM IS AN EMERGENCY PLEASE PHONE YOUR PROPERTY MANAGER

If any of these items need attention please circle the option which applies;

HOT WATER: GAS / ELECTRIC **OVEN:** GAS / ELECTRIC Make: _____ Model: _____

ACCESS TO THE PROPERTY

We will use our office key for access for tradespeople. All tradespeople have been vetted by Bogue Real Estate Ltd and will act in a professional manner to complete the necessary repairs.

TENANTS CONFIRMATION

I/We hereby authorise your office and/or the repairers to enter the property as above in order to view or carry out the repairs.

TENANTS SIGNATURE: _____ **Date:** _____

OFFICE USE ONLY

Contractor: _____

