

Request for Repair

Date:

Property _____

Tenant _____

Contact details _____

Name _____

Relationship to tenant _____

Work _____

Home _____

Mobile _____

Email _____

Description of Problem _____

Gas _____ Electric _____

(please circle where applicable)

Brand of appliance _____

How long has the condition existed _____

Has the problem been reported before _____

Can our trades people enter if you are not there ?

Yes

No

(please circle)

All repairs are carried out during normal working hours.

Have the locks been changed

Yes

No

Is there a deadlock

Yes

No

Is a security key required

Yes

No

(please circle)

Signed _____

SEND TO SHEAD PROPERTY

DELIVER TO

75 Archer Street Chatswood

MAIL TO

P O Box 307 Chatswood 2057

FAX TO

9411 2765

EMAIL TO

Scan and email to realestate@sheads.com.au

OR provide all the above information in an email

Thank you for reporting this matter to our office.

Your property manager will be in touch with you within one business day to advise what action will be taken.

All requests will be referred to the Landlord
Please note: Rental premises are taken as inspected