

RESIDENTIAL PROPERTY MANAGEMENT - REPAIRS ADVICE
TONY CANT REAL ESTATE

PH: 4933 9921 FAX: 4934 1302 or [Email: rentals@tonycant.com.au](mailto:rentals@tonycant.com.au)

Date.....
 Name.....
 Address.....
 Phone: (Home)..... (Work).....
 (Mobile)..... (Fax).....
 Email Address:

It is **office policy** that all repairs must be in writing and be advised as soon as possible.
 In order for a repair to be attended to, please complete the repair advice and either fax, email, post or deliver to our office. Once received at our office, either a representative of our office or our tradesperson will be in contact with you.

Please specify clearly your maintenance problem:

.....

Tradesperson Access:

Use the agency key:
 Call tenant to arrange access:

If arrangements regarding access for any trades people are not kept by you, the service charge for calling the tradesperson will be automatically passed on to you for payment.

SIGNED BY: TENANT DATE
 TENANT DATE

In the event of the following items requiring attention, please circle the correct details below

| | | | | |
|------------------|-------------------|----|----------|-----------------|
| STOVE TOP | Gas | or | Electric | |
| OVEN | Gas | or | Electric | FANFORCED Y / N |
| HOT WATER SYSTEM | Gas | or | Electric | |
| HOT WATER SYSTEM | Inside or Outside | | | |