

REPAIR ADVICE

Date:.....

Tenant:.....

Address:.....

Phone: Home:..... Work:.....

Mobile:..... Fax:.....

* Do you authorise our office to supply your contact number to our contractors?

Yes No

* Do you authorise our contractors to use our set of keys to enter your property at their convenience, without contacting you before entering?

Yes No

Please note that non urgent repairs **will not** be carried out until we receive a repair advice form. **Non urgent repairs can not be phoned in.** Please complete the repair advice and fax, post or deliver to our office. Either a representative of our office or our tradesperson will be in contact with you as soon as possible.

All non urgent repairs will be attended to within 14 days of receiving the advice.

Details of repair (please print clearly)

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In the event of the following items requiring attention -

Stove Gas Electric

Oven Gas Electric

Hot Water System Gas Electric

Signed by Lessee.....

If you have not been contacted by our office or the tradesperson within 14 days of handing in the notice please then phone our office to advise.

Phone: (02)6341 1311
Fax: (02)6341 1234
Email: Keira.melhuish@raywhite.com

Ray White™ Cowra