



**BROUGH REAL ESTATE**  
 ABN 53 056 002 950  
 28 Hercules Street, ASHFIELD  
 Phone: 02) 8753 2300 Fax: 02) 9797 0324  
 www.broughrealestate.com.au

**Repair Advice**

**Job #** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **TENANT NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**IF YOU ARE REPORTING A REPAIR TO AN APPLIANCE:**

**HOT WATER SYSTEM:**  Gas  Electric  Leaking  Not heating  Brand \_\_\_\_\_

**STOVE:**  Gas  Electric  Element  Coil  Hotplate  Won't turn off

**TAPS:**  Hot  Cold  Hot/Cold **WHERE** \_\_\_\_\_ **HOW BADLY**  Dripping  Continuously Running

**ROOF:**  Leaking **WHERE?** \_\_\_\_\_ **HOW BADLY** \_\_\_\_\_

**GUTTERING/DOWNPINES:**  Leaking  Overflowing  Blockage **WHERE** \_\_\_\_\_

**SEWERAGE:**  Overflowing **WHERE** \_\_\_\_\_

**BURST WATER PIPE:** WHERE? \_\_\_\_\_ DAMAGE CAUSED: \_\_\_\_\_

**BREAK ENTER:** DAMAGE: \_\_\_\_\_ POLICE OFFICER: \_\_\_\_\_ EVENT NUMBER: \_\_\_\_\_

**OTHER REPAIRS YOU ARE REPORTING, PLEASE BE AS SPECIFIC AS POSSIBLE:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**ACCESS ARRANGEMENTS**

**Yes** I agree to allow the tradesperson concerned to enter through the property with the office set of keys.

**No** I would prefer to be at home when this work is carried out and give permission for my contact details to be given to the tradesperson.

**Emergency Repairs need to be attended immediately where possible and if necessary our spare key will be used.**

**Tenants must be home for tradesmen to call or authorise them to use spare key, otherwise no responsibility is accepted for delays.**

**Tenant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

**P/Mgt:** \_\_\_\_\_ **Booked By:** \_\_\_\_\_ **Owner Code:** \_\_\_\_\_

**Quote Only:**  Yes  No **Quote Price:** \$ \_\_\_\_\_

**Contacted Owner:**  Yes  No **Rent Review:**  Yes  No **Annual Inspection:**  Yes  No

**Contractor / Strata / Owner / Bond / Tenant / Insurance / Action Taken – Strata Action/ Sydney Water Claim:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contacted Contractor:**  Phone  Email  Fax  Pick Up

**Insurance Action:** \_\_\_\_\_

**Action:-** \_\_\_\_\_