



Tenant Repairs/Request Form

Property Address: \_\_\_\_\_

Tenant/s Name: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

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Repair/ Request: (Please be specific and give full details)

Multiple horizontal lines for writing details.

If the problem is of an emergency nature, please phone first and then confirm in writing.

**To gain access:**

- (a) Use agent's key and enter at convenience of the tradesperson YES NO
(b) Phone me between am/pm/ and am/pm to make an appointment YES NO

It is a policy of our office that all repairs and requests be made in writing and must be advised as soon as possible. In order for repairs/ requests to be attended to, please complete this form and fax, post or deliver to our office. Either a representative from our office or a tradesperson will then be in contact with you.

**Tenants Confirmation**

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

Tenant Signature: \_\_\_\_\_ Tenant Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Tenant Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_