

(Non-Urgent Repair form)

Tenants Name: \_\_\_\_\_

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

Contact Details: (H) \_\_\_\_\_ (M) \_\_\_\_\_

(W) \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Repairs/Maintenance Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When did you first notice this problem: \_\_\_\_\_

Has a tradesperson attended your property previously in regard to this repair: \_\_\_\_\_

If yes, which tradesman? \_\_\_\_\_

Access for Tradesperson: (please circle ONE of the following options)

- I expressly authorise you to use keys held by the agent; OR
- please contact me to arrange access and I hereby consent to agent providing the tradesperson with my contact details

What happens now?

Your repair request will be logged into our trust software system. From here the repair is phoned through to the appropriate person, either the Landlord or the Strata Agent for their instructions. Some repairs and maintenance items are not urgent; these items may be placed in the Landlord future capital expenditure budget for the following months. Other repairs are what we term urgent; this includes electrical issues and plumbing problems. We would request that if your repair is urgent that you telephone it through to our office on 43447766 for our immediate attention.