

TENANCY REPAIRS

(ONE complaint EACH sheet)

DATE :/...../..... TENANT NAME :

ADDRESS :

CONTACT No. : (H).....(W)..... (M).....

FULL COMPLIANT DETAILS REQUIRED FOR AGENT TO ARRANGE APPROPREIATE TRADESMAN

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Please tick one

- We acknowledge that the tradesman nominated by the agency will contact us for appointment.
(Second tradesman service call will charge us if we are not at the premises at the first appointment time)
- We accept that the tradesman nominated by the agency will use the spare keys supplied if we are not home
- Other agreed arrangement.....

Signed (by tenant/s)..... Signed (by agent).....

OFFICE USE

Lessor..... confirmed instructions, yes /no By : phone / fax / email / mail
Quote approved by Lessor : \$..... Yes / No Date...../...../..... Time :am/pm

Tradesman assigned Date...../...../..... Time : am/pm
Special instructions.....

Refer to the agent :

Repair Follow-up Records

Tradesman Contact No.....

Date / Time	Progress Details	By Agent	Remarks
...../...../..... : am / pm		
...../...../..... : am / pm		
...../...../..... : am / pm		
...../...../..... : am / pm		
...../...../..... : am / pm		

Date Job Completed/...../..... Date filed/...../..... by.....

Remarks

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