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Property Manager Kate Wilson
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Date sent in

RAY WHITE SAMFORD
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TENANT REPAIRS / REQUEST FORM

Property address: _____

Tenant surname: _____ First name: _____

Phone (w) _____ (mob) _____ (h) _____ (email) _____

REPAIRS/REQUEST REQUIRED: PLEASE BE SPECIFIC AND GIVE THE FULL DETAILS as contractors will NOT action a Work Order if Model no/Make/Appliance & problem not supplied.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

If the problem is of an **EMERGENCY** nature, **PLEASE PHONE FIRST** and then confirm in writing

Please circle the options which apply, regarding appliances and entry:
If any of the following items need attention,

(a) Appliance:	(b) Ride on Mower:	(c) Hot water is gas / electric
Make:	Make:	Make:
Model:	Model:	Model:
App No:		

Please detail the problem above.
To gain access:
(a) Use agent's key and enter at the convenience of the tradesperson YES NO
(b) Phone me between _____ and _____ am / pm to make an appointment to enter YES NO

TENANTS CONFIRMATION
I / we hereby authorise your office and / or the repairers to enter the property as above in order to view or carry out the repairs. YES NO

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs / complaints to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office or a tradesperson will then be in contact with you.
We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies & Rooming Accommodation Act 2008. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by Ray White) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our privacy officer.
If a Trades person has not contacted you within one week please contact us.

TENANTS SIGNATURE: _____ **DATE** _____

Please print clearly and complete form in full so that we can solve the problem as soon as possible

