

Tenant to complete:
 Property Manager (name) _____
 Date: _____
 Time sent: _____

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TENANT REPAIRS/ REQUEST FORM

Property Address: _____

Tenant surname: _____ First Name: _____

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

REPAIRS/REQUEST REQUIRED: PLEASE BE SPECIFIC AND GIVE THE FULL DETAILS

If the problem is an **EMERGENCY, 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:

1. Cooktop is gas/electric 2. Oven is gas/electric 3. Hot water is gas/electric

To gain access:

- Use agents key and enter at the convenience of the tradesperson
 Phone me between _____ and _____ am/pm to make an appointment to enter

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 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 or email 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 Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by Hatch Realty) 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 Principal.

TENANT SIGNATURE: _____ **DATE:** _____

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

OWNER _____ LIMIT \$ _____ DATE ISSUED _____
 REPAIRER _____ COST \$ _____ DATE COMPLETED _____
 PROP MNGR _____ DATE PAID _____ OWNER NOTIFIED _____
 FILE NOTES _____