



RESIDENTIAL – MAINTENANCE/REPAIRS REQUEST

Date: _____

Name: _____

Address: _____

Phone:

(Home) _____ (Work) _____

(Mobile) _____ (Fax) _____

Email Address: _____

It is office policy that all repairs must be in writing and be advised as soon as possible.

In order for a repair to be attended to, please complete the repair advice and either fax, email, post or deliver to our office. Once received at our office, either a representative of our office or our tradesperson will be in contact with you.

Please specify clearly your maintenance problem:

Tradesperson Access:

Use the agency key:

Call tenant to arrange access:

If arrangements regarding access for any trades people are not kept by you, the service charge for calling the tradesperson will be automatically passed on to you for payment.

SIGNED BY:

TENANT _____ **DATE:** _____

TENANT _____ **DATE:** _____

Should you have any queries please contact Link Real Estate on:

Phone: 02 60 414 600

Fax: 02 60 21 6255

E-mail: reception@linkrealestate.net.au