

Notification of Repair or Request | Form

Tenants Name:

Address of Property:

Contact Phone Number:

All notification of repairs should be in writing by completing this form and must be advised as soon as possible upon discovery.

In order for a repair to be initiated please complete this form and either fax or deliver it to our office. Either someone from our office or a tradesperson will be in contact with you to affect the repairs.

Details of Repair or Request (please print clearly)

I/we hereby authorise your office and or the tradesperson to enter the property with the keys in order to carry out the repair.

Signed by Tenant:

Date:
