

Tenant to complete:
Date:.....
Time sent:.....

KATHERINE REAL ESTATE
Phone: 89722055 Fax: 89723160
Email: reception@katherinerealestate.com.au

TENANT REPAIRS / REQUEST FORM

Property address: _____

Tenant surname: _____ First name: _____

Contact Number: _____ Email: _____

REPAIRS/REQUEST REQUIRED

Please describe the repair clearly, including appliance details, what room etc

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

To Gain Property Access:

Use agent's key and enter at the convenience of the tradesperson YES NO
Contractor to phone and make appointment direct with tenant to enter YES NO

Please circle the options which apply, regarding appliances and entry:
If any of the following items need attention,
(a) Stove is: gas / electric (b) Oven is: gas / electric (c) Hot water is: electric/ solar

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. 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 authorized by Katherine Real Estate) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting us.

TENANTS SIGNATURE: _____ **DATE** _____

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