REPAIR ADVICE

From the tenant

To :
Property Management Dept
Walkom Real Estate
PO Box 1799
NEWCASTLE WEST 2302

Fax : 02 4929 2217

Property Address :

Repair Required (Please provide full details of repair)

If Hot water system problem – is the system : Electric or Gas ? Elec / Gas

Tenants Details

Tenants Name	
Telephone number at work	
Telephone number at home	
Mobile	

Access to property to do the repair

We the tenants **give / do not give** (please delete one) the authority for the tradesperson to use the agents copy of the key to the property to gain access to complete the repair work.

Signed by the Tenant Date :