



PROPERTY ADDRESS

Date Lodged

TENANT NAME



Best contact number

Email

Agency Use	Date Received _____	Time Received _____	Property Manager _____
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DESCRIPTION AND DETAILS OF REPAIRS OR MAINTENANCE

Please be as specific as possible and attach photos or extra pages if required.

1.

Agency Use	Entered Pending	Approved	Landlord Attending	Agency Attending
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2.

Agency Use	Entered Pending	Approved	Landlord Attending	Agency Attending
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3.

Agency Use	Entered Pending	Approved	Landlord Attending	Agency Attending
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4.

Agency Use	Entered Pending	Approved	Landlord Attending	Agency Attending
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5.

Agency Use	Entered Pending	Approved	Landlord Attending	Agency Attending
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TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION, OR QUOTE ON REPAIR / MAINTENANCE

Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry

Tenant/s to be present. Tradesperson is to call Tenant to arrange time. *Please be aware that if the Tenant arranges a time with the Contractor but is not home as arranged, the Tenant is responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.



This form may be lodged:-

- *In person* at 268 Peats Ferry Road, Hornsby 2077; or
- *Mailed* to the above address; or
- *Faxed* to (02) 9476 6744; or
- *Emailed* to rentals@lshornsby.com.au .