

# Repair Form



## Rental Property Details

Tenant Name:

Address of Property:

Phone:

Email:

## Repair Details

Please describe in detail the repair:

**Please indicate how our preferred tradespeople are to arrange access to the property during normal business hours (9am-5pm)**

Contact me to arrange access during business hours

Tradesperson may use the agents key and access the property between 9am to 5pm Monday to Friday

**Important Information:** If you do not authorise tradespeople to enter property between normal business hours of operation or fail to be present at the arranged time you as the tenant will incur the after hours call out fee and/or cancellation fee.

**Yes, I agree that I have read and agree to all terms and conditions and that all information is true and correct on this form and authorise Richardson and Wrench Branxton and appropriate tradespeople to contact me to arrange repairs.**

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

## Office Use Only / Work Order

Tradesperson / Company:

Phone:

Email:

**Description of Authorized work/ repairs to be carries out at rental property:**

**Access Details For Tradesperson/ Company to Rental Property:**

Pick key up at our office  Call Tenant to arrange access  Call Richardson&Wrench Branxton to arrange access

Agent: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Agents Contact Details: Ph: (02) 4938 2020 – Email: [branxton@randw.com.au](mailto:branxton@randw.com.au)**