

Trading Places
P O Box 208
Neutral Bay NSW 2089

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Request for Repairs & Maintenance

Date: _____

Address of Property: _____

Tenant Name: _____

Contact Details: (H) _____ (W) _____ (M) _____ (email) _____

Access: Use office key _____ YES NO

Contact tenant first _____ YES NO

REPAIR DETAILS

| Room | Item/brand/model/gas or elect | Description of Problem |
|------|-------------------------------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Other Comments:

Signature of Tenant: _____