

REPAIR/MAINTENANCE REQUEST FORM

DATE: _____

PROPERTY ADDRESS: _____

TENANT(S) NAME: _____

CONTACT DETAILS: _____

THE FOLLOWING ITEMS REQUIRE ATTENTION: (please provide any make/model numbers)

1. _____

2. _____

3. _____

I hereby authorise Raine and Horne Kiama, its employees and contractors to use the key for the abovementioned property held by the real estate to gain access to my property for the purpose of carrying out the repair/s requested

I acknowledge that my contact information may be provided to contractors organised through Raine and Horne Kiama

SIGNED: _____

DATE: _____

(OFFICE USE ONLY)

DATE RECEIVED: _____

OWNER/PHONE: _____

OWNER CONTACTED _____

INSTRUCTIONS _____

In the event of an urgent repair please contact the office immediately. If outside office hours, please contact the emergency trades people on the front page of your lease.

Urgent repairs are listed below-

- A burst water service
- A serious roof leak
- A dangerous electrical fault
- Serious fire or storm damage
- A blocked sewer or lavatory system
- A gas leak
- Flooding or serious flood damage
- A failure or breakdown of the gas, electricity or water supply to the premises
- Any fault or damage that causes the premises to be unsafe or not secure
- A failure or breakdown of any essential service on the premises for cooking, hot water, heating or laundering