

Sydney Residential & Property Management

460 Anzac Parade Kingsford NSW 2032

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repairs@sydneyresidential.com.au

TENANT REPAIR REQUEST FORM

PROPERTY ADDRESS:

TENANT/S DETAILS:

Name: _____

Contact Number: _____

Email Address: _____

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible.*

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

Approval to enter via Agency Key

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 Tradesperson but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

Tenant/s Signature: _____

Date: _____