



Realty

Building & Property Managers

Repair Sheet

Address: _____

Tenant Name: _____

Home Phone No: _____ Mobile No: _____ Work: _____

Problem (Brand if applicable): _____

Lack of information and location of problem in the property may result in delay in processing. Please use brand names. Please allow up to 3 days for processing of non urgent matters.

I authorise Tennyson Reach Realty to give my details to their tradesperson who will contact me to arrange access to the property.

Yes

No

OR

I authorise Tennyson Reach Realty to give a key to their tradesperson so that repairs can be carried out on the above property. I understand that tradespeople will not be escorted and the agent accepts no liability for any damage or loss.

Yes

No

Sign

Date

By signing this maintenance request, I understand that if this repair is a result of my negligence then I will be liable for the cost incurred. I will also be liable if no fault has been found by the tradesperson. I also acknowledge that I will pay for this expense by the due date on the invoice.