

Repair Request Form

Your details

Date: _____

Tenant Name: _____

Property address: _____

Contact details: _____

Details of repair request

Urgent

Non urgent

Hot water system

gas

electric

Stove

gas

electric

Tradespersons access details

Dog on premises Yes No

Use office keys & enter at your convenience

Phone me to arrange access

Tenant signed authority

I/we hereby authorize a representative of Shirley Tottle Real Estate and/or tradespersons to enter the above property as above in order to ascertain and or carry out necessary repairs.

Tenant Name: _____

Signed: _____

Date: _____