

TENANT INSTRUCTIONS

Once we have received the request, either our office or a tradesperson will contact you.

Address: _____

Concern:

ACCESS DETAILS

Tenant Name(s): _____

Phone Home: _____ Work: _____ Mobile: _____

Access to property: ☐ Take office key ☐ Tenant will be home

Tenant preferred time and date: _____ Tenant authorises entry Yes ☐

I hereby authorise your office and/or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

Signed _____

If the repair relates to any of the following appliances, please list the make and model

Stove

Oven

Dryer

Dishwasher

Hot Water Service

Washing Machine

Microwave

Fridge

Air Conditioning

☐ Gas ☐ Electric