

**Tower & General
Real Estate**

Please complete and return to Tower and General Real Estate:

Coonamble: 54 Castlereagh Street, Coonamble NSW 2829

Warren: 134 Dubbo Street, Warren NSW 2824

Facsimile: 02 6822 5501

REPAIR REQUEST FORM

This form MUST be completed for all repair requests except emergencies

PROPERTY ADDRESS	TENANT DETAILS	
	FULL NAME:	
	PHONE (H):	
	PHONE (W):	
REPAIRS REQUIRED	MOBILE:	
	FAX:	
	EMAIL:	
	How can trades people gain access to the property you rent?	
	Do you give permission for our tradesperson to use the keys kept at Tower & General Real Estate? YES / NO (please circle)	
	Please note that if a tradesperson is called out to the property you rent and: <ul style="list-style-type: none"> • the problem is caused by your faulty appliance, or • if no problem is found, or • if you make a time with the tradesperson & you are not at home when they call, or • the problem is caused through misuse or mistreatment of the appliance or equipment, then you will be charged the service call fee. 	
How long has this condition existed?	DATE	
TENANT SIGNATURE		

OFFICE USE ONLY	
Received by: _____ on: / /	Date entered into spreadsheet: / /
Landlord name: _____	Date keys returned to office: / /
Tradesperson: _____	Date invoice received: / /
Tradesperson contacted by PHONE/FAX/EMAIL on / /	Date Console updated: / /
Date landlord advised & approval given: _____	Date repair completed & filed: / /

PLEASE NOTE: We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act, 1988