



982 Hunter Street, Newcastle NSW 2300
Po Box 400, Newcastle NSW 2300
Facsimile (02) 4908 5990

It is a policy of our office that all repairs/maintenance must be in writing and must be advised as soon as possible. In order for repairs/maintenance to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office or a tradesperson will then be in contact with you.

Tenant repair request form

Property Address: _____

Tenant name: _____

Contact Details: Ph H. _____ W. _____

Mobile _____ email: _____

We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorised by Ray White) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our privacy officer.

Nature of Problem/s – Please be specific and give full details

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Please circle if applicable

Hot water service GAS ELECTRIC **Oven** GAS ELECTRIC **Stove top** GAS ELECTRIC
Air conditioning Wall reverse cycle Wall Cooling Ducted
Heating Wall reverse cycle Gas portable Ducted Electric

Access – Please tick

- I/We hereby authorise your office and/or the tradesperson to enter the property using the master keys without us being present in order to view or carry out the repairs.
- Phone me to arrange a convenient time

Tenants signature: _____ Date: _____

Office use only: Date received: _____ Date entered on REST: _____