

**Ray White Lower North Shore  
Repair/Maintenance Form**

**p: 9953 7333  
f: 9909 3157**

It is a policy of our office that all non urgent repairs must be in writing and advised as soon as possible. In order for repairs to be attended to, please complete this form and fax, email or post to our office.

We will then seek the landlord's instructions, and either someone from our office will contact you, or arrange for the tradesperson to contact you directly.

**General non urgent maintenance may take 24 – 48 hours to organise, we ask that you please be patient during this time.**

A Tradesperson will require access between the hours of 8am and 5pm Monday to Friday. Please circle your preferred choice

- a) Please contact me for access
- b) Please use the agents keys for the tradesperson to access the property

<b>Date:</b> ____/____/____	
<b>Property:</b>	
<b>Tenant / s:</b>	
<b>If your lease has expired, would you like to renew? YES / NO.</b>	
<b>If Yes, 6 or 12 months?</b>	
<b>Contact details:</b>	
Name:	
W:	H:
M:	Email:
<b>Repairs/Maintenance items (<i>Please be specific</i>)</b>	

Tenants Confirmation:  
I / We hereby authorise your office and / or the repairers to enter the property as above in order to view or carry out the repairs. I confirm that payment of repairs will be my / our responsibility should the repair be a result of tenant negligence or faulty equipment owned by the tenant.

Tenants Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office use only (Checklist)</b>	<b>Completed</b>
• Date received:	____/____/____
• Portfolio Manager Signature:	