



NOTICE OF REPAIR & MAINTENANCE

DATE: _____
To: Hamish Rogers Realty
Att: Ashleigh Power
Fax: 02 4572 3099
Email: ashleighpower1@gmail.com / sales@hamishrogersrealty.com.au

Tenants Name: _____
Address: _____
Contact Numbers: (H) _____ (W) _____
(M) _____ (M) _____

It is a company policy that all repairs and maintenance notice MUST be advised in writing to the office as soon as possible.

In the space provided below please advise us what matters are concerning you so we can advise your landlord:

In the event of the above matter being related to STOVE, OVEN or HOT WATER please advise the make & model of system: _____

SIGNED: _____ DATED: _____

Please sign below to acknowledge that Hamish Rogers Realty will release your details given above to the appropriate person for the purposes of carrying out the repair & maintenance.

Signed: _____

OFFICE USE ONLY:

Property Manager: _____
Date Actioned: _____
Tradesperson issued: _____