

TENANT REPAIR REQUEST FORM

Please complete all sections and return to LOVE Realty immediately

Date: _____ Tenant Name (s): _____
Property Address: _____
Home: _____ Work: _____ Mobile: _____
Email: _____

Details

Please describe the issue in need of maintenance or repair: _____

How did the issue occur? _____

When was the issue first noticed? _____

If it is an issue with the Hot Water Service is it Gas? Or Electric? (please circle)

If it is an issue with the Stove and/or hotplates is it Gas or Electric?

ACCESS: I hereby give permission for the agent or tradesperson to use a key: YES / NO
Signature: _____

HOW TO LODGE REPAIR REQUEST

Email to rentals@lovereadly.com.au
Mail to 91 Main Rd, Boolaroo NSW 2284
Drop in to office

Phone if repair is urgent 49588555
Fax to 49588500
Submit on routine inspection