



**TENANT NOTIFICATION OF REPAIR/MAINTENANCE REQUIRED**

All requests must be submitted in writing as soon as possible when a problem becomes apparent.

**Send To:** [info@nhre.com.au](mailto:info@nhre.com.au) **Fax:** 02 6025 8100 **Mail:** Po Box 476 Lavington NSW 2641

**In Person:** Shop 2/517 Sanders Rd, Lavington

**Date:** / / **Tenant:**..... **Property:**.....

Please provide a description of the problem:

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You can contact me on:

Home: 02 60 ..... Work: 02 60 .....

Mobile: 04 .....

Tenant Authorisation: Signed by the Tenant/s:.....

- I/we hereby authorise your office and / or the repairers to enter the property with the keys in order to carry out the repairs/view the problem for the purposes of quoting.
- Please contact me on the above numbers to gain access to the property.

In the event of the following items requiring attention, please advise by completing the following section:

<b>Cooktop</b>	Gas?	Electric?	Brand: .....
<b>Oven</b>	Gas?	Electric?	Brand: .....
<b>Heater</b>	Gas?	Electric?	Brand: .....
<b>HWS</b>	Gas?	Electric?	Brand & Location: .....

**Date received:** / / **Method received by:** Email ..... Fax ..... Post.....In Person.....