



Repair request form:

Lodge in person at Lakeford Real Estate, 100 Marquis street Gunnedah NSW 2380, Fax to 6742 6678, scan and email to [office@lakefordrealestate.com.au](mailto:office@lakefordrealestate.com.au) or leave on kitchen bench for collection on inspection date as per entry notice issued.

**Lodgement details:** Date Lodged: Property Manager:

**Property Address:**

**Tenants Details:** Name:

Preferred method of contact

Home  Work Phone  Mobile Number  Email Address

Home phone Number: Work Phone Number:

Mobile Number: Email Address:

**Type of repair and Maintenance:**

- URGENT- Emergency! If the property or person is in danger of damage or injury, call 000 (PLEASE PHONE OUR AGENCY IMMEDIATELY- 02 6742 6677)
- NON URGENT- i.e. Not and emergency. Please be aware our agency is to refer to the landlord for instructions regarding the item/s and will advise the tenant of the outcome immediately.

**Description and details of the repair or maintenance:** (please be as specific as possible and attach a page if required)

**Complete if applicable:**

Hot water:  Gas  Electric Stove:  Gas  Electric  
Model: Model:

**Tenants instructions for Tradesperson to enter and action repair or maintenance at the property:**

- Dogs are kept on the premises. Tenant agrees to restrain or remove for access.
- Approval to entre via agency key with tradesperson to advise tenant day of entry
- Tenants to be present. Tradesperson to call tenant to arrange time.

\*\*Please be aware that if a tenant arranges a time with a contractor but is not home as arranged, the tenant may be responsible for the call out fee charge. Please ensure a nominated person is home to allow access.

**Tenant signature:**

**Name:** **Signature:** **Date:**