HUTTON Real Estate

TENANT NOTIFICATION OF REPAIR/MAINTENANCE REQUIRED

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

Send To: huttonrealestate@bigpond.com **Fax:** 02 6025 8100 **Mail:** Po Box 476 Lavington NSW 2641

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:

Cooktop	Gas?	Electric?	Brand:.....
Oven	Gas?	Electric?	Brand:.....
Heater	Gas?	Electric?	Brand:.....
HWS	Gas?	Electric?	Brand & Location:.....

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