

## **REQUEST FOR REPAIRS**

Name/s of Tenant/s: ..... Date of Request: .....

Property Address: .....

Home: ..... Work: ..... Mobile: .....

Repair(s) Requested:

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1. Has this request been made to our office previously? (Please circle) YES / NO

If YES, please insert the date your previous request was made and what contact have you since received:  
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- 2. Please note that Harcourts will ask repairers to contact you before going to the property. Should you arrange an appointment with a tradesman and fail to keep that time you will be charged a call out fee. Please also note that should you require a tradesman to attend after hours you may be held liable for an additional after hours call out fee.
- 3. Repairs that are required as a result of the action of the tenant, whether accidental or intentional will require payment to be made by the tenant.
- 4. Property Access: *Please indicate your instruction to us clearly by placing a  in your selected of either Box A or Box B below:*
  - A.  I can be contacted on the number supplied above to arrange a time for the repairer to call,  
OR
  - B.  Harcourts may provide property keys to the repairer to gain access.
- 5. We like to monitor the progress of all repairs that are occurring at the property. If the current repair is urgent and you do not have a response within 24 hours, please ring us on (03) 9722 9966 during business hours, so we can immediately follow up. For repairs on non-urgent items, which may take a little longer to arrange, if you would like to check on progress, please feel free to ring during business hours.

Privacy Statement: Personal Information collected by Harcourts through this Request for Repairs is necessary in order that the Agent is able to deal with all requests in relation to the management of this property. The information collected may be disclosed to other parties as permitted by the Privacy Act 1988 including the Landlord, Trades people required to carry out maintenance to the property, other agents and operators of tenancy databases. By signing this Request for Repairs, the Tenant/s acknowledge/s the contents of this Privacy Statement.

Signature / s of \_\_\_\_\_

Tenant/s: \_\_\_\_\_