

UPHILL & SCHAEFER REAL ESTATE
127-129 BEARDY STREET
ARMIDALE NSW 2350
PH: 02 6772 1200
FAX: 02 6772 9143

DATE:
TIME:

TENANT REPAIRS/REQUEST FORM

Property address: _____

Tenant/s Name: _____

Phone: (h) _____ (m) _____

Repair/Request Required:

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To gain access:

1. Use the Agents key and tradesman enter the property **YES/NO**
2. Contact first to arrange access to property **YES/NO**

If the problem is an **EMERGENCY REPAIR** please phone first and then confirm in writing.

I/we hereby authorise your office and / or the tradespeople to enter the property as above in order to carry out repairs.

TENANT/S SIGNATURE: _____ **DATE:** _____