



## REPAIR REQUEST FORM

Please complete all details on this form and return to Bob Berry Real Estate by post, fax or in person.

**Address:** 56 Talbragar Street, Dubbo

**Email:** admin@bobberry.com.au

**Fax:** 02 6884 8220

**If the repair is of an urgent nature, please contact our office on 6882 6822 (Monday to Friday, 9.00 am – 5.00 pm) or if outside of business hours refer to your Residential Tenancy Agreement – Emergency Contact numbers.**

<b>PROPERTY ADDRESS</b>	<b>TENANT DETAILS</b>	
	FULL NAME:	
<b>REPAIRS REQUIRED (Please provide as much detail as possible)</b>	PHONE: (H)	MOBILE:
	PHONE: (W)	FAX:
	EMAIL:	
	<b>How can trades people gain access to the property you rent?</b>	
	Do you give permission for our tradesperson to use the keys kept at Bob Berry Real Estate? <span style="float: right;">Yes / No (please circle)</span>	
	<p><i><b>Please note that if a tradesperson is called out to the property you rent and:</b></i></p> <ul style="list-style-type: none"> <li>• the problem is caused by your faulty appliance, or</li> <li>• if no problem is found, or</li> <li>• if you make a time with the tradesperson &amp; you are not at home when they call, or</li> <li>• the problem is caused through misuse or mistreatment of the appliance or equipment</li> </ul> <p><i><b>then you will be charged the service call fee</b></i></p> <p><i>Only items listed on this repair request form will be attended to by the engaged tradespersons. All additional repairs will require a new repair request form to be submitted.</i></p>	
<b>How long has this condition existed?</b>	<b>DATE</b>	
<b>TENANT SIGNATURE</b>		
<b>OFFICE USE ONLY</b>		
Received by:                    on     /     /     via PHONE / FAX / EMAIL/ OVER DESK	Tradesperson:	
Landlord name:	Work order sent via PHONE / FAX / EMAIL on     /     /	
BBRE repairs:        YES / NO (please circle)	Date entered into console :     /     /	
Date landlord advised & approval given:     /     /	Entered by:	

PLEASE NOTE: We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act, 1988.