



Real Estate

Elders Real Estate Repair Advice

To _____ Date _____

Lessee _____

Address _____

Phone Work _____ Home _____

Mobile _____ Fax _____

Do you give permission for tradesman to collect keys from our office? Y / N

It is a policy of our office that all repairs must be in writing and must be advised as soon as possible.

In order for a repair to be attended to, please complete the repair advice and fax, post or deliver to our office. Either a representative of our office, the lessor or our tradesperson will be in contact with you.

Details of repair (please print clearly)

Make & Model No:

How long has it been happening?

Probable Cause:

(office use only)

Repairer

.....

Date issued

.....

Date completed

.....

Date paid

.....

Cost

.....

Tenant Confirmation-

I/we hereby authorise your office and or the repairers to enter the property with the keys in order to carry out the repair or view the repair.

Signed by Lessee _____ Date _____

_____ Date _____

In the event of the following items requiring attention, please advise by deleting which is not applicable

STOVE - **Gas or Electric**

HOT WATER - **Gas or Electric**