

REPAIR REQUEST

Phillis Real Estate

DATE: _____

TENANT'S NAME: _____

ADDRESS: _____

CONTACT: (H) _____ (W) _____ (M) _____

Email _____

WHAT IS THE REPAIR/S REQUIRED (please provide specific details):

WHERE IS THE REPAIR REQUIRED?

Inside the property Exterior of building Roof/gutters Sheds/Garages/Carports

Grounds/Lawns/Gardens Other (please specify): _____

WHAT TYPE OF WORK IS REQUIRED?

Electrical Plumbing Handyman Gas Fitter/Appliance Repair

Electrical Appliance Repair Air Conditioning/Heating Locksmith Glazier

Pest Control Not Known Other (please specify): _____

IS THIS AN EMERGENCY (If unsure please see tenancy handbook or website): YES NO

ACCESS FOR TRADES PERSON: Use office key Call tenant/s to arrange

THIS FORM MAY BE EITHER:

1. Lodged in person to Phillis Real Estate at 97 Wright Street Adelaide SA 5000
2. Mailed to Phillis Real Estate - 97 Wright Street Adelaide SA 5000
3. Faxed to Phillis Real Estate **8231 7580**

**** You will be contacted by someone from our office after lodgement of this form within 2 working days, if it is not an emergency repair.**
Disclaimer- If it is found that the cause for maintenance is tenant caused. The tenant is responsible for ALL costs.