

## Dart & Gorton Pty Ltd t/as Elders Real Estate Grafton

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## **REPAIRS & MAINTENANCE**

Date:		
Address:		
Tenants Name:		
Contact Details: Home\	Work	Mobile
Email		
Details of repairs / maintenance:		
If the above problem relates to a hot water service or stove/oven is the appliance gas or electric?		
When did you become aware of the problem?		
Access details for tradespeople:		
Can the tradesperson contact you on the above numbers? Yes or No		
If you will not be home can the tradesperson use the office key? Yes or No		
Signature:		
OFFICE USE: Landlord name:		
Instructions for repair:		
Tradesperson to use:		
Tradesman contacted: Yes/No Sheet sent:		