

# Elders Real Estate Repair Advice



To \_\_\_\_\_ Date \_\_\_\_\_

Lessee \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_ Fax \_\_\_\_\_

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)

(office use only)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Make & Model No:  
\_\_\_\_\_  
\_\_\_\_\_  
How long has it been happening?  
\_\_\_\_\_  
\_\_\_\_\_  
Probable Cause:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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