



Repairs and Maintenance Form

Please be kind enough to fill in the form and either fax it to 9918-9568 or email it to kathryn@kathrynhallrealestate.com.au

Property Address: _____

Tenant Name: _____

Contact Details (work) _____

(mobile) _____

(email) _____

Description of work required – in an emergency, please call and email immediately:

Please circle the options which apply regarding entry:

To gain access:

- (a) Use agent's key and enter at the convenience of the tradesperson YES / NO
- (b) Phone me between _____ and _____ am / pm to make an appointment YES / NO

Tenant's confirmation:

I / we hereby authorize your office and / or the repairers to enter the property as above in order to view or carry out the repairs. YES / NO

Please complete this form and fax, post or deliver it to our office. A representative or a tradesperson will then be in contact with you. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to manage and maintain the premises as per the Residential Tenancies Act. We may disclose information about you to the owner of the property and to contractors (approved and authorized by Kathryn Hall Real Estate) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting us.

TENANT'S SIGNATURE: _____

DATE: _____