

REPAIR AND REQUEST FORM

PROPERTY ADDRESS: _____

TENANTS NAMES: _____

CONTACT NUMBER: _____ **EMAIL ADDRESS:** _____

DESCRIPTION OF REPAIR/REQUEST. PLEASE BE SPECIFIC AND GIVE FULL DETAIL.

FOR EXAMPLE, MAKE/MODEL/FAULT/LOCATION.

OUR OFFICE WILL NOT ACTION WORK ORDERS UNLESS THIS INFORMATION IS PROVIDED.

1. _____
2. _____
3. _____

APPLIANCE

Brand: _____

Make: _____

Model: _____

HOT WATER SYSTEM

Brand: _____

Model: _____

Gas/Electric: _____

TENANTS CONFIRMATION:

I/we hereby authorize Niche Property Solutions and/or the repairer to enter the property as above in order to carry out the repairs

TENANTS SIGNATURE: _____ **DATE:** _____

- If repair is of an urgent nature, please contact our office by phone prior to submitting this form
- If this is an emergency and trades person has not contacted, you by 4pm please call our office.
- If the repair is not an emergency and trades have not contacted in 3 business days, please contact our office.

It is policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to please complete this form and email, post or deliver to our office. Either a representative or trades person will be in contact with you.

OFFICE USE ONLY

OWNER NOTIFIED: _____ QUOTE ORGANISED: _____ WORK ORDER SENT: _____

NOTES: _____