



OXLEY'S REAL ESTATE

➤ REAL ESTATE SALES

➤ PROPERTY MANAGEMENT

TENANT REPAIR REQUEST FORM

Please complete all sections and return to Oxley's Real Estate

Property Address: _____

Tenant/s: _____ Date: _____

Contact Details

Home Phone: _____ Work Phone: _____

Mobile: _____ Email: _____

Please note: your contact details will be issued to tradesman to arrange repair times.

DETAILS OF REPAIRS/MAINTENANCE

(In order for us to complete your repair as promptly as possible, please ensure you provide us with comprehensive information regarding the repair required, including:- room in which problem exists, brand and model number of appliances etc).

Authorisation for keys to be used by tradesman to access the property – Yes/No

*If it is an issue with the hot water service – is it Gas or Electric? (Please circle accordingly)

*If it is an issue with the stove or hotplates – is it Gas or Electric? (Please circle accordingly)

*If it is an issue with air conditioning - is it Evaporative or Split System? (Please circle accordingly)

Name: _____ Signature: _____

This form should be either:

Faxed to: (02) 6972 2965

Emailed to: caroline@oxleysrealestate.com.au

Handed in to: Oxley's Real Estate, 146 Main Street, West Wyalong