

**TENANT REPAIRS/REQUEST FORM**

It is a 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 fax, post or deliver to our office.

If the problem is an **EMERGENCY PLEASE PHONE OUR OFFICE FIRST** - and then confirm in writing.

<b>Date</b>		<b>Time</b>	
<b>Property:</b>			
<b>Tenant:</b>			
<b>Mobile:</b>		<b>Home:</b>	
<b>Work:</b>		<b>Email</b>	

**REPAIRS/REQUEST REQUIRED: BE SPECIFIC AND GIVE THE FULL DETAILS**

*Please print clearly and complete form in full so that we can solve the problem as soon as possible*

---



---



---



---

**To gain access please tick which would be more suitable:**

Use Agents keys  Phone me

I / We hereby authorise your office and / or repairers to enter the property as above in order to view or carry out the repairs.

**TENANTS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_