

REPAIR ADVICE

Date:	Home Phone:
Name:	Work Phone:
Address:	Mobile Phone:

Details of repair (please print clearly)

Please circle:	URGENT	NON URGENT
Permission for Tradespeople/owner/agency to use spare keys:	<input type="checkbox"/>	<input type="checkbox"/>
Call to arrange access:	<input type="checkbox"/>	<input type="checkbox"/>
In the event of the following items requiring attention, please advise by circling which is applicable:	Heater – Gas/Electric Oven - Gas/Electric Hot water - Gas/Electric	

DECLARATION

We use personal information collected from you to carry out and maintenance / problem requests. These details will be forwarded to tradesmen / landlords or other necessary parties. If this information is not made available, we will not be able to provide an effective service to you. Other than in the circumstances allowed under the Privacy Act 1988, we do not disclose information of this kind to other parties.

If you would like to access your personal information, you can do so by contacting us using the details provided above. You can also correct this information if it is inaccurate, incomplete or out of date.

TENANTS SIGNATURE:

OFFICE USE ONLY

Owners Name:	Mobile Phone:
Home Phone:	Work Phone:
<input type="checkbox"/> Owners authorization	
<input type="checkbox"/> Trades person contacted	
<input type="checkbox"/> Quote obtained	

Comments:

Tradesperson: _____ Date Actioned: ___/___/___



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