



56 Talbragar Street  
 DUBBO NSW 2830  
 Telephone: 02 6882 6822  
 Facsimile: 02 6884 8220  
 Email: ftucker@bobberrv.com.au

## REPAIR REQUEST FORM

Please complete all details on this form and deliver to Bob Berry Real Estate by post, fax or in person.

**Address:** 56 Talbragar Street, Dubbo

**Fax:** 02 6884 8220

**If the repair is of an urgent nature, please contact our office on 6882 6822 (Monday to Friday, 9.00 am – 5.00 pm) or if outside of business hours refer to your Residential Tenancy Agreement – Emergency Contact numbers.**

PROPERTY ADDRESS	TENANT DETAILS	
	FULL NAME:	
	PHONE: (H)	MOBILE:
<b>REPAIRS REQUIRED (Please provide as much detail as possible)</b>	PHONE: (W)	FAX:
	EMAIL:	
	How can trades people gain access to the property you rent?	
	Do you give permission for our tradesperson to use the keys kept at Bob Berry Real Estate? <span style="float: right;"><b>Yes / No</b></span> <span style="float: right;"><small>(please circle)</small></span>	
	<p><i>Please note that if a tradesperson is called out to the property you rent and:</i></p> <ul style="list-style-type: none"> <li><i>the problem is caused by your faulty appliance, or</i></li> <li><i>if no problem is found, or</i></li> <li><i>if you make a time with the tradesperson &amp; you are not at home when they call, or</i></li> <li><i>the problem is caused through misuse or mistreatment of the appliance or equipment, then you will be charged the service call fee.</i></li> </ul>	
<b>How long has this condition existed?</b>		
<b>TENANT SIGNATURE</b>	<b>DATE</b>	

OFFICE USE ONLY			
Received by:	on	/	/
Landlord name:	Date entered into Spread sheet:	/	/
Tradesperson:	Date keys returned to office:	/	/
Tradesperson contacted by PHONE / FAX / EMAIL on	Date invoice received:	/	/
Date landlord advised & approval given:	Date Console updated:	/	/
	Date repair completed & filed:	/	/

PLEASE NOTE: We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act, 1988.