

Repair Request Form

Date: ____ / ____ / ____

Tenant: _____

Property Address: _____

Home Ph: _____ Work: _____ Mob: _____

Email: _____

Repair in full detail: _____

If the repair is to be conducted on an appliance, please record the make and model of the appliance:

Important - If the repair is of an urgent nature or a safety issue tradesperson/s may be required access the premises using the office set of keys.

Or ordinarily you may also consent to access using the office set of keys: **Yes / No**

Please Note - If a tradesperson is called out and: (a) the problem is caused by your faulty appliance or (b) if no problem is found or (c) if you make a specific time with a tradesperson and you are not home or (d) the problem is caused through misuse or mistreatment of an appliance or equipment, then you will be responsible to pay for the service call and to rectify any damage if caused by you.

Tenant/s signature/s: _____

This form may be either:

- Lodged in person at Orange Property Management Plus
- 1/202 Anson Street, Orange NSW 2800
- Mailed to us at the above address
- Emailed to enquiries@orangepropertyplus.com.au
- Faxed to 02 6361 0155

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. Real Estate and tax laws require some of the abovementioned information to be collected. If the information is not provided, we may not be able to act effectively or at all. If you would like to access this information, you can do so by contacting us at 1/202 Anson Street, Orange, or email enquiries@orangepropertyplus.com.au. You can correct this information if it is inaccurate, incomplete or out of date. This business is independently owned and operated by the proprietor BrennCo Pty Ltd ABN 656 341 296 87.