



LICENSEE: AQUAN PTY LTD

AQUAN PTY LTD  
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### TENANT REPAIRS 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 to be attended to, please complete this form and fax, post or deliver to our office. Either a representative or our office or a tradesperson will then be in contact with you.

Property address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Phone (w) \_\_\_\_\_ (mob)  
\_\_\_\_\_ (hm)

**If the problem is of an EMERGENCY nature, PLEASE PHONE FIRST**

Please fill in as much details as possible as this will speed up your request. Please advise how you would like entry gained:

DETAILS:

Appliance Model: \_\_\_\_\_

Make: \_\_\_\_\_

Any other info, ie Gas/Electric etc: \_\_\_\_\_

What is it doing/not doing: \_\_\_\_\_

\_\_\_\_\_

What has tenant done to try rectify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### TENANTS CONFIRMATION

- To gain access, use agents key and enter at your convenience OR
- I / we hereby authorise your office and / or the repairers to enter the property as above in order to view or carry out the repairs.

TENANTS SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

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