

For all emergency after-hours repairs, please refer to your Residential Lease Agreement or contact your Property Manager.

Tenancy Details

Property Address:	
Name of Tenant(s):	
Name of Property Manager:	

Repair Details

Repairs requested:	
--------------------	--

Contact Details for Repair

Name:	
Tel. (M):	
Tel. (Other):	
Email:	

Authority for Entry

Do you authorise your Property Manager or the repairer to enter the property with keys in order to carry out repairs?	Yes	No
If No, please advise available times for the repair to be carried out (please note most tradespeople are available Monday to Friday during standard working hours):	Days:	
	Times:	

Lodgement Instructions

This form may be lodged:-

- *In person* at 16 Dunmore Street, Wentworthville; or
- *Mailed* to the above address; or
- *Faxed* to (02) 9688 4777; or
- *Emailed* to wentworthville@lsre.com.au.

OFFICE USE ONLY

Date received:		Time entered:	
Date entered in Console:		Date Landlord advised:	
Landlord approval given?	Yes	No	
If NO, date tenant has been advised and Action & Conversion Diary updated?			
If YES, job given to:			
Work Order no.:			