

Villas Mediterranean

REPAIR / ADVICE

Property Address:	
Tenants Name:	
Phone: (Work)	Home:
Mobile:	

It is a policy of our office that all repairs must be in writing and must be advised as soon as possible.

In order for a repair to be attended to, please complete the repair advice and deliver to our office or place in mail box No. 1. We envisage most repairs will be carried out on Mondays or Tuesdays when possible.

DETAILS OF REPAIR	

OFFICE USE ONLY	
Repairer:	
Date Completed:	
Cost:	
Charge To:	
Paid:	Yes / No

Tenant Confirmation:

I/we hereby authorise your office and/or the repairer to enter the property in order to carry out the repair or view the repairs required.

Signed by Tenant(s):..... Date:.....

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