



Elders Real Estate Picton
 ABN: 53 808 676 598
 85 Argyle Street, Picton NSW 2571
 Phone: 02 4677 1958
 Facsimile: 02 4677 1901

RepairRequest

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| Tradesperson:..... |
| Order No.:..... |
| Key No.:..... |

Property:.....

Tenant(s):.....

Phone no.

Home:..... **Work:**..... **Mobile:**.....

Repairs:

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Instructions for Tradesperson

- I wish to be present when the tradesperson is at the property. Please ask the tradesperson to contact me.
- The tradesperson may use the office key and enter the premises. (No need to contact me).

Tenant(s) Signature:..... **Date:**.....

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|--|---|
| <i>Office Use Only</i> | |
| Date Received: | |
| Owners Name: | |
| Owners Contact: Hm:..... Wk:..... Mobile:..... | |
| Owner Authorisation: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date: |
| Date Issued / Faxed: | <input type="checkbox"/> Owner's Expense |
| Date Followed up: | <input type="checkbox"/> Tenant's Expense |
| Date Completed: | <input type="checkbox"/> Tenant's Bond |
| Date Invoiced: | |