

## Repair Advice Form

Date: \_\_/\_\_/\_\_      Time: \_\_:\_\_ am / pm

Address: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

Issue:

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Tenant needs to be present when tradesperson attends? YES / NO

Are we allowed to use our spare keys? YES / NO

Extra Comments:

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Action Taken:

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Owner contacted: YES / NO      Owner Approval YES / NO

Property Manager: \_\_\_\_\_

Tradesperson Contacted: \_\_\_\_\_