



## NOTICE OF REPAIR & MAINTENANCE

DATE: \_\_\_\_\_  
To: Hamish Rogers Realty  
Att: Ashleigh Power  
Fax: 02 4572 3099  
Email: [ashleighpower1@gmail.com](mailto:ashleighpower1@gmail.com) / [sales@hamishrogersrealty.com.au](mailto:sales@hamishrogersrealty.com.au)

Tenants Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
(M) \_\_\_\_\_ (M) \_\_\_\_\_

It is a company policy that all repairs and maintenance notice MUST be advised in writing to the office as soon as possible.

In the space provided below please advise us what matters are concerning you so we can advise your landlord:

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In the event of the above matter being related to STOVE, OVEN or HOT WATER please advise the make & model of system: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

Please sign below to acknowledge that Hamish Rogers Realty will release your details given above to the appropriate person for the purposes of carrying out the repair & maintenance.

Signed: \_\_\_\_\_

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### OFFICE USE ONLY:

Property Manager: \_\_\_\_\_  
Date Actioned: \_\_\_\_\_  
Tradesperson issued: \_\_\_\_\_