



Real Estate

Elders Real Estate Grafton
70 Pound Street
Grafton NSW 2460
PO Box 330, Grafton NSW 2460
p | 02 6642 1122 f | 02 6642 1321
www.eldersgrafton.com.au

REPAIRS & MAINTENANCE

Date: _____

Address: _____

Tenants Name: _____

Contact Details: Home _____ Work _____ Mobile _____

Email _____

Details of repairs / maintenance:

If the above problem relates to a hot water service or stove/oven is the appliance gas or electric?

When did you become aware of the problem? _____

Access details for tradespeople:

Can the tradesperson contact you on the above numbers? Yes or No

If you will not be home can the tradesperson use the office key? Yes or No

Signature: _____

OFFICE USE:	REFERENCE NUMBER: _____
Landlord name: _____	Date contacted: _____
Instructions for repair: _____	
Tradesperson to use: _____	
Tradesman contacted:	
Date:	Work Order: Faxed Emailed Phone