Address: 871A Victoria St, P. O. Box 128, Hamilton
Phone: (07) 838-9988 Fax: (07) 957-3314
Website: www.wre.co.nz Email: info@wre.co.nz

Waikato Real Estate Ltd. Since 1965

Tenant REPAIRS / MAINTENANCE FORM

Please note: It is a policy of our office that all repairs or maintenance requests **must be in writing** and posted, faxed or delivered to our office as soon as possible. We **only** accept **EMERGENCY** repairs over the phone.

To: _____ (***Property Manager***) **Home phone**: _____

Property Address: _____ **Work phone**: _____

Tenant's full name: _____ **Cell phone** : _____

NATURE OF PROBLEM: PLEASE BE SPECIFIC AND GIVE FULL DETAILS

_____

_____

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_____

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***. IF THE PROBLEM IS AN *EMERGENCY* PLEASE PHONE YOUR PROPERTY MANAGER**

To gain access: 1) Use office key and enter at your convenience
(Please delete one) 2) Phone to arrange a suitable time

If any of these items need attention please circle the option which applies;
Hot water is GAS / ELECTRIC **Oven** is GAS / ELECTRIC (Delete one)
Make: _____ **Model**: _____

Tenant CONFIRMATION:
We hereby authorize your office and / or the repairs to enter the property as above in order to view or carry out the repairs.

Tenants signature: _____ Date: _____/ _____/ 2007