

**PATTERSON REAL ESTATE**  
**Port Macquarie**

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**Repair Request Form**

Property : ..... Date: .....

Tenants: .....

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**Important:** - If the repair is of an urgent nature or of a safety issue tradesperson/s may be required to access the premises using the office set of keys.

Or ordinarily you may also consent to access using the office set of keys: **YES / NO**

Home Phone:..... Work Phone .....

Mobile Number: ..... Email: .....

Repair requested in full detail:

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If the repair is to be conducted on an **appliance**, please record the make and model of the appliance: .....

**Please Note** – If a tradesperson is called out and **a)** The problem is caused by your faulty appliance or **b)** If no problem is found or **c)** If you make a specific time with a tradesperson and you are not home or **d)** The problem is caused through misuse or mistreatment of an appliance or equipment, then you will be responsible to pay for the service call and to rectify any damage if caused by you.

**Tenant's signature:** .....

This form may be either:

- Lodged in person** at Patterson Real Estate - **Shop 12 Galleria Building Cnr William and Short Street Port Macquarie**
- Mailed** to us at the above address
- Faxed** to Patterson Real Estate - **0265846401.**

We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988. Real Estate and tax laws require some of the abovementioned information to be collected. If the information is not provided, we may not be able to act effectively or at all. If you would like to access this information, you can do so by contacting us at Shop 122 Galleria Building, Cnr William and Short Street, Port Macquarie. Phone 0265846400, Fax 0265 846401 and email [info@pattersonrealestate.com.au](mailto:info@pattersonrealestate.com.au). You can correct this information if it is inaccurate, incomplete or out of date. This business is independently owned and operated by Rex & Helen Patterson Pty Ltd ABN 92068152385

**Office Use Only**

Date Received .....  Time Received .....

Landlord Advised and approval given **Yes/No** Date .....

If NO tenant and Landlord sent letters

If YES Job given to: .....

Property Managers Signature .....