REPAIR REQUEST FORM

COUSINS & CO. REAL ESTATE
SUITE 7, 600 MILITARY ROAD ,
MOSMAN NSW 2088

PH: (02) 9969 6622
FAX: (02) 9968 1809

TENANT: _____

PREMISES: _____

ACCESS ARRANGEMENTS FOR TRADESPERSON: (please tick box)

1. **TRADESPERSON USE COUSINS & CO. OFFICE KEYS:** ☐
2. **CONTACT TENANT FOR ACCESS:** ☐

PHONE: (H) _____ **(W)** _____
(M) _____ **(FAX)** _____

I/we the tenants of the above address inform Cousins & Co. Real Estate, that attention for maintenance and or repairs are required as follows (please provide make and model number of appliance if applicable):

_____

_____

_____

_____

The tenants acknowledge and agree to pay within 7 days the costs of any accounts, if it is found by the tradesperson or agent that no repairs are required, or if the required repairs are due to your negligence.

_____ _____
TENANT SIGNATURE DATE

OFFICE USE ONLY

Landlord Contacted: _____ Landlord Confirmed: _____

Tradesman Contacted: _____ Quote Accepted: _____