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## REPAIRS REQUEST AND ACTION – ph 0434 52 0088

Electrical  
Plumbing  
Appliances

**Limit on Service**  
**If repair job cannot be completed within the limit of \$ \_\_\_\_\_, the job MUST be approved by Conrad Realty.**

Date \_\_\_\_\_

**Property Address** \_\_\_\_\_

Name _____	_____
mobile _____	mobile _____
work _____	work _____

Type of Repairs      Electrical / Plumbing / Appliances / Other \_\_\_\_\_

Particulars of Request	_____ _____ _____ _____
Nominated Access Date & Time	1 _____      2 _____

I/We acknowledged the following to facilitate an efficient repair service:

- that an appointed tradesmen will contact me/us directly for access to the premises with one of my/our nominated access date & time;
- **I/we will be liable to service charges and/or call out fees** if I/we failed to provide access with the agreed access time, or unavailable at the time that an appointed tradesman arrives. The charges must be paid before any further repairs will be carried out;
- if I/we request after hours services, I/we will be liable for after hours service charges;
- I/we **must acknowledge** work completed by tradesmen and report condition of service after job completion as soon as possible to Conrad Realty, otherwise, **I will be liable to service charges.**

Signature of Tenant \_\_\_\_\_

NOTE: Outside business hours, for **URGENT** repairs listed in the Residential Tenancy Agreement, clause 17, tenant can contact a licensed tradesman directly. Before doing urgent repairs, make certain they **really** are urgent. If you are unsure, contact Office of Fair Trading on 133220, [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au). Otherwise, you will be responsible for payment. All non-urgent repairs must be submitted in writing for processing.