



Professionals

fred andriessen

292-294 main road cardiff nsw 2285
po box 296 cardiff nsw 2285

residential sales (02) 4954 8833
commercial (02) 4954 8833
rental dept (02) 4956 9777
fax (02) 4954 6311

email mail@profa.com.au
web www.profa.com.au

Repair Request Form

Property Address: _____

Tenant Name : _____

Date: _____

Contact Details

Best Daytime Number to Call: _____

Other number: _____

Repairs requested

Please give details, make/model numbers, what room/area its in & if the appliance is gas or electric.

How Long has this condition existed _____ Is it an emergency? _____

Access to the Property

Our tradesman will be in contact with you shortly to let you know what day and timeframe they will be in your area to complete the repair request. The trades person will do their best to accommodate convenient timeframes during business hours, however this cannot be guaranteed. If you are not available to provide access, we can arrange access using our office key. The tradesperson will still notify you when they will complete the repair request.

Please enter with office key: Yes No - I am available to provide access

IMPORTANT - Tradespeople are not available on weekends or outside of normal business hours, unless it is considered life threatening, or real property/contents damage may occur.

Completed by _____ Signature _____ Date: ___ / ___ / ___

- Lodge this form in person or mail to Professionals Fred Andriessen **292-294 Main Road Cardiff NSW 2285**
- Faxed to **(02) 4954 6311**
- Completed or submitted online via email **rental@profa.com.au**

Thank you for reporting this matter to our office.
Someone will be in touch with you soon to advise what action will be taken.