

**TO REPORT A REPAIR PLEASE COMPLETE
THE FOLLOWING**

**For emergency repairs phone 01289 330800
DO NOT REPORT AN EMERGENCY REPAIR VIA THE
WEBSITE PLEASE TELEPHONE THE EMERGENCY
NUMBER**

NAME OF TENANT:

PROPERTY ADDRESS:

CONTACT TEL : _____

DESCRIPTION OF REPAIR:

LOCATION OF REPAIR:

DWELLING/KITCHEN/BATHROOM/LIVING
ROOM/BEDROOM/STAIRCASE/LANDING/GROUND FLOOR
TOILET/ATTIC/ROOF/GARAGE/SHED

ACCESS DETAILS:

MORNING/AFTERNOON/ANY TIME

If there are certain times of the week when the workmen would be unable to gain access to your property please indicate in the comments box below.

COMMENTS: