

NOTICE OF DAMAGE/REPAIR/STRUCTURAL CHANGE

Please complete the form in full using BLOCK LETTERS. Incomplete Forms cannot be processed.

AGENCY NAME	Blackwater Real Estate	
PHONE	Blackwater Office: 07 4982 7599	
FAX	Blackwater Office: 07 4982 7598	
EMAIL	Blackwater Office: reception@blackwater.net.au	

Property Address			
Tenant Details		Name	Contact
Type of Notice <i>please tick</i> <input type="checkbox"/> Damage <input type="checkbox"/> Repair <input type="checkbox"/> Structural Change			
Description and Details <i>please be as specific as possible regarding the damage, repair or structural change</i>			
If Applicable	Brand Name	Model No.	Serial No. <input type="checkbox"/> Gas <input type="checkbox"/> Electric
Photo	<input type="checkbox"/> Attached	<input type="checkbox"/> Emailed	
Repair Only - Notice <i>where access to the property is required for the purposes of carrying out repairs/maintenance/quotes, the tenants consent to: (please tick)</i>			
<input type="checkbox"/> Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry			
<input type="checkbox"/> Tenant/s to be present. Tradesperson is to call Tenant to arrange time.			
Tenant Signature			
Signature	Date		