



NOTICE OF REPAIR & MAINTENANCE

Date: ____/____/____

To: Starr Partners Windsor
Fax: (02) 4577 7518

Tenants Name: _____

Address: _____

Contact Numbers: (H) _____ (W) _____

(M) _____ (Fax/Other) _____

It is a company policy that all repair and maintenance notices MUST be advised in writing to the office as soon as possible.

In the space provided below please advise us what matters are concerning you so we can advise your landlord:

In the event of the above matter being related to STOVE, OVEN or HOT WATER please advise whether the system is:
(please circle applicable)

GAS ELECTRIC

Signed: _____ Dated: ____/____/____

Please sign below to acknowledge that Starr Partners Windsor will release your details given above to the appropriate person for the purposes of carrying out the repair & maintenance.

Signed: _____

OFFICE USE ONLY

Property Manager: Connie / Brian / Nicole / Shannon / Kylie

Date Actioned: ____/____/____

Tradesperson Issued: _____

Starr Partners Windsor
33 Macquarie St, Windsor NSW 2756
Ph: (02) 4587 7577 Fax: (02) 4577 7518