

It is a policy of this company that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this online form or alternatively download the pdf version, email to rentals@injoyrealty.com.au or post to our office at Level 4, 309 Pitt Street Sydney NSW 2000. Either a representative of our office or a tradesperson will be in contact with you. If your problem is of an URGENT nature, please telephone (02 9267 7011) first, then confirm in writing.

A. Contact Details

| | | | |
|------------------|----------------------|-----------------------------|--|
| First Name | <input type="text"/> | Middle Name | <input type="text"/> |
| Surname | <input type="text"/> | Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> |
| Home Phone No. | <input type="text"/> | Work Phone No. | <input type="text"/> |
| Mobile Phone No. | <input type="text"/> | Email Address | <input type="text"/> |
| Current Address | <input type="text"/> | | Postcode <input type="text"/> |

B. Rental Property Details

| | | | |
|-------------------------|----------------------|----------|----------------------|
| Rental Property Address | <input type="text"/> | Postcode | <input type="text"/> |
|-------------------------|----------------------|----------|----------------------|

Please list below (in detail) any maintenance that requires attention, indicating whether our trades people may gain access using our office key. Please attached reference photos.

Note: If the repairs needed are for an appliance, please advise whether it is gas or electric and where possible the make and model number. This will speed up the process of organising the repair.

C. Privacy Statement

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| <p>I acknowledge:</p> <ul style="list-style-type: none"> • All information provided on this form is true to the best of my knowledge; • My contact information may be provided to either the contractors engaged by Injoy Realty or the owner of property to facilitate contact in order to carry out the repairs; • Any maintenance reported has been caused by general wear and tear. I am aware that any maintenance caused by deliberate misuse of the property is solely my responsibility and I must rectify these at my own cost. | <p>I/We give permission for Injoy Realty or the nominated tradesperson to enter the above mentioned property to view and carry out our repair/maintenance jobs</p> |
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|--------|------------|----------------------|
| TENANT | Signature | <input type="text"/> |
| | Print Name | <input type="text"/> |
| | Date | <input type="text"/> |