**Landlord Repair Request**

**Please use this form to detail a fault or repair required to be inspected.**

(Emergency repairs should be reported by phone on 024 76 717172)

Apartment/Loft/House address…………………………………………………….

Tennant name……………………………………………………………………………….

Contact Number……………………………………………………………………………

Date……………………………………………………………………………………………..

Do you want to be present when the repair is carried out Yes / No

Please describe Repair required.

**Please e-mail this form to** [**web@shopstuff.co.uk**](mailto:web@shopstuff.co.uk)

**Post it or deliver it to hand to** :- Shopstuff Ltd, Unit 60a, Kirby Road, Earlsdon, Coventry, CV5 6HN

**Fax:** 02476 717125

**Date Received:**

**Action/Problem found:**

**Completion date:**

**Chargeable:**

**Please sign below if you are satisfied that the work has been carried out correctly and as instructed.**

**Tenant………………………………………………………………….. Date………………………………………**