

# Reporting a non urgent repair



**This form is only for reporting non-urgent repairs. I need to fill in the boxes below.**



**If my repair is urgent I must ring  
0845 604 0046**

**My name is:**



**I am the tenant / member of staff:**

**The address is:**





**The repair I want to tell you about is:**



**How has the repair happened?**



**Golden Lane Housing would like to ring me to talk about the repair. What is the best day and time for them to ring?**



**The telephone number to ring me on is:**

## What happens next?

send

**1** **Email this form** to the Property Services team by clicking on the send button.



**2** **A member of the repairs team will:**



- **give me a ring** to talk to me about the repair/s on this form



- **send me a letter** that tells me about the repair/s on this form