
731A Remuera Rd - Maintenance

6 messages

Kristen Gou <k.gou@barfoot.co.nz>
To: Alisha Newton <alisha.newton@gmail.com>

Wed, Nov 6, 2019 at 2:05 PM

Hi Alisha,

Thanks for your time on the call. My apologies again for the delay in getting back to you.

Just to go over what we discussed on the phone.

I've sent a work order to our handyman for the following items to be attended.

**Side gate next to the entry - gate lock is broken*

**Letterbox can't be closed*

**Bedroom 1, next to the bathroom - window handle broken, the window can't be closed properly.*

I've emailed the owner for approval for the other items. I or the reliever manager will organize the work order asap as soon as approved. Please expect to be contacted by our contractors thereafter.

**Bedroom 1 (next to the bathroom) - the light socket in the wardrobe to be repaired, as new bulb the tenant put in not working. Our electrician can have a look while they do the lights in the bathroom next.*

**Kitchen - tap is leaking on the base slightly when it is on for a while, and started to make noise, plumber to attend.*

For the laundry cabinet and painting in the stairway, we are waiting on the insurance claim which can be a lengthy process as it involves both home insurer and the additional landlord insurer. I or the reliever manager will update you as soon as we come to a finalization/outcome of our claims.

On a side note, I believe I have missed mentioning on the tenancy agreement about the fireplace, it's not in use. I've added the clause here, if you can sign and scan back to us will be great. I'll speak to the owner about the possibility of boarding it up. If it's approved, our contractor will be in touch to do the job.

I'll be away tomorrow until Monday 18th Nov. Meanwhile, I have a reliever manager to cover on my behalf from 11th to 15th Nov. The same mobil and email will be in use, I'll check the emails while am away too. Going forward, your property manager is Prav, who will return from his leave on Monday on 11th Nov. You can give in touch with him.

Many thanks, let me know if I missed anything :)

Regards,
Kristen

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Kristen Gou

PROPERTY MANAGER

Mobile **027 431 9528**



 **Added Clause.pdf**
187K

Alisha Newton <alisha.newton@gmail.com>
To: Kristen Gou <k.gou@barfoot.co.nz>
Cc: Om Rudhru <omprakash.rudhru@icloud.com>

Wed, Nov 6, 2019 at 2:17 PM

Thanks Kristen, sounds good. I'm attaching some pictures and the signed entry report.

Cheers,
Alisha

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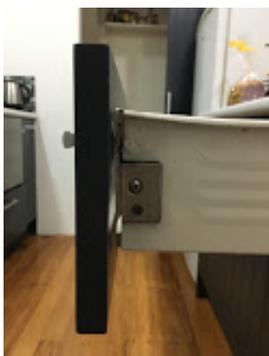
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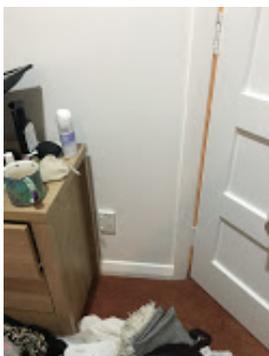
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Kristen Gou <k.gou@barfoot.co.nz>
To: Alisha Newton <alisha.newton@gmail.com>
Cc: Om Rudhru <omprakash.rudhru@icloud.com>

Wed, Nov 6, 2019 at 2:27 PM

Just an update the owner had approved the other maintenance items, I'll organize the work order :)
[Quoted text hidden]

Kristen Gou <k.gou@barfoot.co.nz>
To: Alisha Newton <alisha.newton@gmail.com>
Cc: Om Rudhru <omprakash.rudhru@icloud.com>

Tue, Nov 26, 2019 at 8:00 AM

Hi Alisha,

Just an update that the insurance claim had been accepted, so we will liaise with the contractors to arrange work order completed re change of laundry cabinet and painting stairway.

Meanwhile, could you please sign the fireplace clause and scan it back to us? We will organize our contractor to block it off properly with a board.

Regards,
Kristen

[Quoted text hidden]

Alisha Newton <alisha.newton@gmail.com>
To: Kristen Gou <k.gou@barfoot.co.nz>
Cc: Om Rudhru <omprakash.rudhru@icloud.com>

Tue, Nov 26, 2019 at 10:37 AM

Hi Kristen,

That's good news. I have sent you the fireplace contract from my other email address.

[Quoted text hidden]

Kristen Gou <k.gou@barfoot.co.nz>
To: Alisha Newton <alisha.newton@gmail.com>
Cc: Om Rudhru <omprakash.rudhru@icloud.com>

Tue, Nov 26, 2019 at 11:21 AM

Hi Alisha,

I've changed to alisha.newton@icloud.com. We used the gmail address as it was filled on your tenancy agreement.

Regards,
Kristen

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