

**RE: 2017 CHRISTMAS AND NEW YEAR HOLIDAY PERIOD**

This Christmas/New Year our office is open as follows:

23 to 26 December 2017	Office closed
27/28/29 December 2017	Office open from 10am to 4pm
30 December 2017 to 02 January 2017	Office closed
03 to 05 January 2017	Office open from 10am to 4 pm

From 08 January 2017 our regular office hours apply (Mo. to Fri 08:30 am to 5 pm; Sat 09 am to 2 pm).

Please find below contact numbers for our plumber and electrician to use in the case of an emergency only.

<b>Technician</b>			<b>(Property Manager)</b>	
BRYCE SIMS	ELECTRICIAN	0274 722 853	(Tracey, Julie, Jenny, Cynthia)	
Murray (EML)	ELECTRICIAN	021 598 992	(Ruth)	
WINDYBANK PLUMBING	PLUMBER Phil	022 658 2484	(Tracey, Julie, Jenny, Cynthia, Ruth)	

**PLEASE NOTE:** If a call out is made for a non emergency, the tenant may be responsible for the call out fee. Please do not text **ANY** maintenance issues through as the phones may be turned off.

For any other emergencies contact your property manager:  
 Ruth on 021 520 125, Julie on 027 648 6261  
 Tracey on 021 749 217 or Cynthia on 027 488 1237

**HAVE A GREAT CHRISTMAS AND NEW YEAR.**

