

MAINTENANCE REQUEST FORM

Tenant Instructions

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.

In the event of an emergency repair, contact our office immediately!

Once we have received the request, either our office or a tradesperson will contact you.

Date: ___/___/___

Time: _____

Property Address:

Concern:

ACCESS DETAILS

Tenant Name (s): _____

Home: _____ Work: _____ Mob: ____

Access to property

Take office key Tenant will be home

Tenant preferred time and date: _____

Tenant authority to Enter Yes/No

We hereby authorize your office and/or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

If the repair relates to any of the following appliances, please list the make and model

Stove: _____ Washing Machine: _____

Oven: _____ Microwave: _____

Dryer: _____ Fridge: _____

Dishwasher: _____ Air Conditioning: _____

Hot Water Service: _____ Gas/Electric (please circle)

Signed _____