

TENANT 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.

ADDRESS: _____

DATE: _____

TIME: _____

PROBLEM:

ACCESS DETAILS:

Tenant names: _____

Phone Home: _____ Work: _____ Mobile: _____

Access to property: Take office key Yes Tenant will be home Yes

Tenant preferred time and date: _____ Tenant authorises entry Yes

I hereby authorise your office and or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

Signed _____

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

Stove	Air Conditioner
Oven	Fridge
Cooktop	Dryer
Dishwasher	Washing machine
Hot water	Elect <input type="checkbox"/> Gas <input type="checkbox"/>
	Microwave