

### TENANT MAINTENANCE REQUEST FORM

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 9407 9165, post PO Box 2009 Clarkson WA 6030, 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 directly.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_

Address: \_\_\_\_\_

Maintenance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tenant Name: \_\_\_\_\_

Home No: \_\_\_\_\_ Work No: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Tenant authorises entry by tradesperson  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 to quote for repairs.

Signed: \_\_\_\_\_

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

Stove: \_\_\_\_\_ Dishwasher: \_\_\_\_\_

Oven: \_\_\_\_\_ Hot Water System: \_\_\_\_\_  Gas  Electric

Air Conditioning: \_\_\_\_\_ Dryer: \_\_\_\_\_