

Maintenance / Request Form

Property Address		Date
Tenant Name		
Phone - Work	Phone - Home	
Phone - Mobile	Email Address	

The following repair items require attention
(Please be specific and give the full details of repairs/ request required)

1	
2	
3	

Please note: If the repairs are needed for an appliance (oven, hot water system etc), please advise whether it is gas or electric and provide the make / brand where possible. This will speed up the process of organising the repair.

- I authorise contractors to use keys held by Ray White to gain access to the property, without the need for further notice to me.
- I do not authorise contractors to use keys to gain access to the property, please contact me to arrange access.

I acknowledge that my contact information may be provided to either the contractors engaged by Ray White or the owner of the property to facilitate contact in order to carry out the repairs.

Tenant Name

Signature

Date