

TENANT MAINTENANCE REQUEST FORM

All general maintenance must be reported to our office. In order for a repair to be attended to please:

- Complete this form and email or deliver to our office
- Urgent maintenance – Please call our office immediately
06 347 7777 during the day or after hours 027 205 8726

Once we have received the notice our office or a tradesmen will contact you directly.

Date: ____ / ____ / ____

Time: _____

Address: _____

Maintenance: _____

Tenant Name: _____

Home Ph: _____ Work Ph: _____ Mobile No: _____

Access to property Take Office Key Call to arrange access Tenant at home

Tenant authorises entry by tradesperson

Signed: _____

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

Oven: _____

Hot Water System: Gas / Electric

Dishwasher: _____