

Maintenance Request Form

Date - ____ / ____ / ____

Property - _____

Tenant/s - _____

Contact Details - _____

Please provide the complete details of maintenance required with as much information as possible –

Explanation of how this occurred –

- | | |
|---|----------|
| 1) Have you reported this maintenance previously? | Yes / No |
| 2) Is this maintenance issue causing damage to the property? | Yes / No |
| 3) Is this problem capable of causing injury to as tenant or their guest? | Yes / No |
| 4) Do you consider this maintenance issue to be urgent? | Yes / No |

I / We the Tenant/s consent to the passing of my / our name and contact details onto tradespeople / contractors for the sole purpose of gaining access to the property in order to complete any required maintenance and or quotes as per the Lessor instructions.

I / We consent to tradespeople / contractors gaining entry to the property by using keys supplied by the office only after I / We have been notified of a date and entry time.

Tenants Signature

Tenants Signature

Office Use –

Received by - _____

Date - ____ / ____ / ____

Owner Notified – Phone / Email

Date - ____ / ____ / ____

Action taken - _____

