

## Tenant Maintenance Form

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

Rental Property Address: \_\_\_\_\_

Contact details: hm: \_\_\_\_\_ mobile: \_\_\_\_\_

wk: \_\_\_\_\_ other: \_\_\_\_\_

### MAINTENANCE DETAILS

Do you wish to report any maintenance or repairs  Yes  No

Please describe problem clearly including appliance details etc.  
(please indicate in box if URGENT)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

### ACCESS DURING BUSINESS HOURS

Can the tradesperson access with a key  Yes  No – if no, see below

OR The tradesperson can perform the work at the below times

**Please also note** - The **more non-restrictive** the times – the easier it is for the tradesperson to perform the maintenance in a timely manner

Access times: FROM \_\_\_\_\_  am  pm TO \_\_\_\_\_  am  pm

Days available:  Monday  Tuesday  Wednesday  Thursday  Friday

Signed by Tenant \_\_\_\_\_ Date \_\_\_\_\_