

TENANT MAINTENANCE REQUEST FORM

TENANT INSTRUCTIONS

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, post, 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 tradesperson will contact you.

Date: ____/____/____ Time: _____

Address: _____

Concern: _____

ACCESS DETAILS:

Tenant Name(s): _____

Preferred contact number: _____

Alternative mobile: _____

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

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 the repair.

Signed: _____

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

Stove _____

Washing machine _____

Oven _____

Microwave _____

Dryer _____

Fridge _____

Dishwasher _____

Air conditioning _____

Hot water service _____

☐ Gas ☐ Electric

