

MAINTENANCE REQUEST FORM

Date Reported:

Property Address:

Tenant:

Phone: Or Best Contact Number/Email:

Maintenance Required:

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Reported by: Phone / Email / Office / In Writing

To Gain Access choose one option

- Unattended - Allow access using Agents keys and enter at the convenience of tradesperson
 Attended - Phone me to make an appointment on _____

Officer Use Only

Owner:

Date contacted: Phone / Email / Letter

Owner Instructions:

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Get Quote / Go Ahead with Repair Date Owner Approved:

Tradesperson :

Notes:

Date Contacted: Phone / Faxed Work Order / Emailed Work Order/ Quote

TENANT PLEASE NOTE: Trades people charge a standard call out fee and if you are not in attendance at the arranged time you will be obliged to pay this fee NOT the landlord.