

MAINTENANCE WORK ORDER REQUEST

Unit:
Tenant/s:
Contact Number:

I/We the undersigned hereby understand that any maintenance or repair issues caused by me/us will undertake all expenses for these issues. In addition I/we understand that any false maintenance or repairs issues will incur a call out charge payable by me/us.

I/We the undersigned hereby give permission for Cathedral Place Management (CPM) or it's Representative to enter the above unit for the purpose of tending to the following maintenance or repair issues until such time as the issues are resolved. I agree to my/our name's and contact details being given to a CPM Representative where required. I understand that CPM will try to contact me on the unit's intercom prior to entering the unit however if I am unreachable CPM or its Representative is permitted to enter the unit without notice or without me being present.

Signed: _____ Date: _____

*Please provide the **complete** details of maintenance or repair required and any further information relevant to this issue/s.*

Tenant/s to Complete	
Maintenance/Repair Issue:	
Item:	
Room:	
Explanation:	
Maintenance/Repair Issue:	
Item:	
Room:	
Explanation:	
Maintenance/Repair Issue:	
Item:	
Room:	
Explanation:	
Maintenance/Repair Issue:	
Item:	
Room:	
Explanation:	