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 or email to our office.

In the event of an emergency repair, contact our office immediately!
Refer to your **17a Booklet** to ascertain what is regarded as an emergency.

Once we have received the request, either our office or a tradesperson will contact you.

Date: _____

Time: _____

Address: _____

Concern: _____

_____

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ACCESS DETAILS

Tenant Name(s): _____

Phone Home:_____ Work: _____ Mobile: _____

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

Tenant preferred time and date: _____ Tenant authorises entry Yes☐

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 and model

Stove_____

Oven_____

Dryer_____

Dishwasher_____

Hot Water Service_____

Washing Machine_____

Microwave _____

Fridge_____

Air Conditioning_____

☐ Gas ☐ Electric