

# TENANT MAINTENANCE REQUEST FORM

## TENANT INSTRUCTIONS

All general maintenance and repairs 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.

Once we have received the request our office will arrange for a tradesperson to contact you.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Address: \_\_\_\_\_

Concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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 \_\_\_\_\_

Washing Machine \_\_\_\_\_

Oven \_\_\_\_\_

Microwave \_\_\_\_\_

Dryer \_\_\_\_\_

Fridge \_\_\_\_\_

Dishwasher \_\_\_\_\_

Air Conditioning \_\_\_\_\_

Hot Water Service \_\_\_\_\_

Gas  Electric