

# 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 a tradesperson will 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