

RENTER MAINTENANCE REQUEST FORM

RENTER INSTRUCTIONS

All maintenance must be reported to your Property Manager in writing.

For a repair to be attended to, please complete this form, and email your Property Manager or deliver to our office.

If your repair is Urgent please 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

Renter Name(s): _____

Phone: _____ Mobile: _____

Access to property: Take office key Renter will be home

Renter preferred time and date: _____ Renter 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 _____

Fridge _____ Hot Water Service _____

Dishwasher _____ Air Conditioning _____

Heating _____ Gas Electric