

## 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