

Office Use: Date / Time received: / / at \_\_\_\_am/pm

## 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 (H)	(W)	(M)
Access to property (please circle):	Take office key	Tenant will be home
I hereby authorise your office and / the repair or view the repair.		to enter the property with the keys in order to carry out $lacksquare$ No $\ \Box$
I consent that my / our personal info agents for the purpose of maintenant		warded to tradespeople, the landlord and / the landlord's
Signed:		
If the repairs relates to any of the	following appliance	es, please list make and model
Stove		Heating
Oven		Air Conditioning
Dishwasher		
Hot Water Service		Gas 🗖 Electric 🗖