# MAINTENANCE REQUEST FORM

All general maintenance must be reported to our office. In order for a repair to be attended to, please either:

* Complete this form and fax, post, email or deliver to our office,
* Urgent- call our office during business hours, or call the after-hours emergency number if calling outside of business hours.

Please explain clearly what the problem is and what room it is occurring in. Also how can a tradesman gain access to carry out the necessary repairs. A work order (if required) will be given to a trade’s person and they will contact you direct to arrange access unless otherwise stipulated below.

# CONTACT DETAILS

Date Email

Address

Name of Tenant to contact Phone Number(s)

Maintenance Required

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# ACCESS DETAILS

Access details

Tenants preferred time and date: Tenant authorises entry



I hereby authorise your office and/or tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

Signed: Date: