MAINTENANCE REQUEST

☐

☐

|  |
| --- |
| General information |
| Rental property |  |
| Tenant full name |  |
| Mobile |  | Email |  |
| In the event that **non-urgent** repairs or services are required, please complete this Maintenance Request form.In the event that **urgent** repairs and services are required, please contact us immediately or one of our contractors. Refer to our Maintenances Policy document for contractor details, which was provided to you when you moved in. |

|  |
| --- |
| Item(s) for attention |
| Please use this space to **specify the maintenance request**. |
| **To speed up the maintenance process…**If the repair / replacement requested is for an appliance, please use the space above to advise:* whether it is gas or electric
* the make and model number of the appliance
 |

|  |
| --- |
| Acknowledgement |
| Please **tick** an option below to indicate how you wish to proceed with the maintenance request:I authorise Fresh Property, its staff and contractors to the use the spare keys to gain access to and, if required, carry out the appropriate works at the above-listed property.I wish to personally provide access to Fresh Property staff and/or contractors to carry out the appropriate works at the above-listed property. I understand that if I make arrangements with Fresh Property, then fail to provide access, I am personally liable for the contractor’s time and the costincurred. I authorise Fresh property to share my contact details with the contractor to facilitate themaintenance service/repair. |
| Full name |  | Date |  |