**WEST END DEVELOPMENT MAINTENANCE REQUEST FORM**

**DATE**

**Month - Day - Year**

**PROPERTY**

**Commercial**

**Residential**

**ADDRESS**

**NAME**

**TENANT CONTACT INFO.**

**I AM THE REGISTERED LEASEHOLDER**

**Yes**

**No**

**CONTACT NUMBER CONTACT EMAIL**

**THIS REQUEST IS:**

**MAINTENANCE REQUESTED**

**Please provide as much detail as possible so we can arrange appropriate action.**

**URGENT - An emergency or the property is in danger of damage**

**NOT URGENT - Not an emergency**

**A DOG is on the premises. Tenant/s agree to restrain or remove for access.**

**ACCESS FOR REPAIR PERSON**

**Have WEDCo call to arrange access**

**Use WEDCo’s copy of key** (Repair Person to advise day of entry)

\* Please be aware that if a booking is made with a Contractor and access is not available with tenants, you may be responsible for the call out fee. Please ensure a nominated person is on site to allow access.

**TENANTS SIGNATURE**

**THIS FORM MAY BE SUBMITTED BY EITHER:**

**1. Drop off to the WEDCo Offices between 8:30am - 4:00pm - Monday - Friday 2. Faxed to 234-3411**

**3. Emailed to** **maintenance@wedco.bm**

**\* FOR AFTER HOUR EMERGENCIES ONLY - Use Emergency Pager 699-0871**

**SUBMITTING THIS FORM**

**SECTION FOR WEDCO USE ONLY**

**DATE RECEIVED TIME**

**Month - Day - Year**

**am/pm**

**RECEIVED BY**

**Waiting Approval**

**Emergency - Actioned And Under Control Work Order Carried Out By WEDCo Staff Work Order Sent To Contractor**

**COMPLETED - Date**

**Work Order Attached**

**Month - Day - Year**