

Tenant Maintenance Request Form



Property Address: _____

Tenant/s: _____

☎ Phone: W) _____ M) _____ H) _____

✉ Email: _____

MAINTENANCE REQUIRED – PLEASE BE SPECIFIC & GIVE FULL DETAILS:

If the problem an **EMERGENCY**, **PLEASE PHONE FIRST** and then **confirm in writing**.

PLEASE TICK THE FOLLOWING BOXES AS APPLICABLE:

Following items for attention: Stove / Oven is Gas / Electric Hot Water is Gas / Electric
Access: Use agent's key Phone me to make an appointment Use Entry Notice

Please note if an Entry Notice is required, a minimum of 24 hours notice will be provided.

TENANTS CONFIRMATION:

I / we hereby authorise your office and / or the repairers to enter the property as above in order to view or carry out the repairs and that my / our contact details will be given to a tradesperson in order to gain access to complete such repairs and / or quotes.

It is a policy of our office that all repairs or complaints **MUST BE IN WRITING** and advised of as soon as possible. In order for repairs to be attended to, please complete this form and fax, post or deliver to our office. **Either a representative or our office or a tradesperson will then be in contact with you to advise what action will be taken.**

SIGNED: _____ **DATE:** _____