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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

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: