

Tenant Maintenance Request Form

Tenant Instructions

All general maintenance must be reported **to our office in writing**. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office. General repairs will not be actioned unless reported in writing.

Emergency repairs must be reported to our office immediately.

Once your request has been received and processed, either our office or tradesperson will contact you.

Date:	
Property Address:	
Maintenance requested:	

To gain access (choose one)	a) Use agent's key and enter at the convenience of tradesperson
	b) Phone me to make an appointment.

TENANT(S) S 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.

Tenant Name:	
Phone:	
Email:	

Signed.....Dated.....

If the repair relates to any of the following appliances, please list the make and model:

Stove: _____ Washing Machine: _____
 Oven: _____ Microwave: _____
 Dryer: _____ Fridge: _____
 Dishwasher: _____ Air Con: _____
 Hot Water Service: _____ Gas / Electric (please circle which is applicable)

Office Use:

Date Received:..... PM Init:..... Landlord Approval: YES / NO Date:.....
 Job Logged: YES / NO Date:..... PM Initials:.....