



MAINTENANCE REQUEST FORM

All repairs must be requested in writing

Tenant Name _____

Property Address _____

Tenant Contact Details

Ph: _____ Mob _____ Email _____

Maintenance Request:

1. _____

2. _____

3. _____

Stove: Gas/ Electric

HWS: Gas / Electric

Heating: Gas / Electric

Make: _____ Model: _____

Do you consider the repairs to be an emergency? Yes / No

Do you approve a tradesman to enter using an office key? Yes / No

If no, you must be available between 9 am and 5 pm weekdays to allow access.

Tenant Signature: _____

Date: _____

Please note that all requests are subject to the owners approval

Office Use Only:

Owner Notified Yes / No

Repairs Approved? Yes / No

Date Notified: _____

Tradesperson Arranged Yes / No

Date Arranged: _____

Quote Only? Yes / No

Date Completed: _____