



PO Box 155
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Tenant maintenance request form

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, email or deliver to our office.

In the event of an emergency repair contact our office immediately!

Once we have received the request, either our office or a tradesperson will contact you.

Date: _____

Time: _____

Address: _____

Concern/fault:

ACCESS DETAILS

Tenant Name (s): _____

Home Phone: _____ Work: _____ Mobile: _____

Access to property: Take office keys Tenant will be home

Tenant preferred time and date: _____ Tenant authorises entry Yes

I hereby authorise your office and/or the trade's people to enter the property with the keys in order to carry out the repair or view the repair.

Signed: _____

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

Stove _____ Washing Machine _____

Oven _____ Microwave _____

Dryer _____ Fridge _____

Dishwasher _____ Air Conditioning _____

Hot water service _____ Gas Electric