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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.

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:

ACCESS DETAILS

Tenant Name(s): _____

Phone Home: _____ Work: _____ Mobile: _____

Access to property: Take office key Tenant will be home

I hereby authorise your office and/or the tradespeople 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 make and model

Stove: _____ GAS/ELEC Dryer: _____

Hot Water Service: _____ GAS/ELEC Fridge: _____

Oven: _____ GAS/ELEC Dishwasher: _____

Washing Machine: _____ Air Conditioning: _____

Microwave: _____