



## 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 submit it electronically or 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: Yes / No

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: