

# Maintenance Request

To: \_\_\_\_\_  
(Property Manager)

Date: \_\_\_\_\_

It is a policy of our office that **all repairs must be in writing** and must be advised as soon as possible. In order for repairs / complaints to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office or a tradesperson will then be in contact with you.  
(Please print clearly and complete this form in full so that we can solve the problem as soon as possible.)

**Property address:**

\_\_\_\_\_

**Tenant Name** \_\_\_\_\_

**Phone** (w) \_\_\_\_\_ (mob) \_\_\_\_\_ (h) \_\_\_\_\_ (fax) \_\_\_\_\_

**NATURE OF PROBLEM: PLEASE BE SPECIFIC AND GIVE THE FULL DETAILS.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If the problem is of an EMERGENCY nature, PLEASE PHONE FIRST**

(Please circle the options which apply, regarding appliances and entry)

If any of the following items need attention,

(a) Stove is gas / electric                      (b) Oven is gas / electric                      (c) Hot water is gas / electric

Make \_\_\_\_\_ Model \_\_\_\_\_ of appliance with problem

**To Gain Access: Please Circle A or B**

(a) Use office key and enter at your convenience

(b) Phone to make an appointment to enter

**TENANTS 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/S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_