



Maintenance Request Form

Name: _____ Property: _____

Phone: _____ Mobile: _____

Maintenance Issue/s: *(Please be as descriptive as possible as to the nature of the problem)*

1. _____

2. _____

3. _____

4. _____

5. _____

I/we the tenants upon signing this form, give permission for the Agent to pass on my contact details to the tradesperson or person attending to the maintenance for the purpose of gaining access to the property in order to complete any maintenance required or carry out quotes.

I am available during business hours - Tradesperson to contact me to arrange access:

I am unavailable during business hours - Tradesperson to collect key from office:

Signed by Tenant/s: _____ Date: _____

For office use only:

Date Received: _____

Landlord Notified: _____ *Arrange Quotes* *Work Orders Approved* *LLD to attend*

Notes: _____
