

MAINTENANCE REQUEST FORM

Date Contact number

Tenant Property:

REPAIRS/MAINTENANCE REQUIRED

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TENANT CONFIRMATION & PRIVACY ACKNOWLEDGEMENT

I/we hereby acknowledge and accept that my contact details may be given to the necessary tradespeople in order to carry out repairs/maintenance.

I/we authorise your office and/or repairers to enter the property with the keys in order to investigate or carry out repairs/maintenance.

In the event that the following items require attention, please advise whether the appliances are gas or electric. If you can, provide a Manufacturer and model number.

Stove -	Gas / Electric	Model #
Oven -	Gas / Electric	Model #
Hot water system -	Gas / Electric	Model #
Dishwasher -		Model #

Entry requirements:

- The tradesperson may be given keys to enter the property. Please do not call me.
- The tradesperson is to call me to arrange access to the property.
- Please issue an Entry Notice.

Tenant/s signature Date.....

All maintenance must be submitted in writing. Non urgent maintenance will be arranged within a 5 day period from the request being received. Please refrain from following up your request until after this time.