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MAINTENANCE REQUEST

Date: _____

Property: _____

Tenant: _____

Contact ph: BH/ _____ AH/ _____ M/ _____

Email: _____

Description of Problem (give as much detail as possible. i.e. make, model, location in house, when problem first occurred etc) _____

Tenant Signature: _____

IMPORTANT INFORMATION FOR TENANTS

1. EMERGENCY maintenance requests (as deemed to be an emergency by the 17a) will be attended to as soon as is practical.
2. Routine or non-urgent maintenance will be carried out ASAP i.e. within 7 – 10 days.
3. All other maintenance will be carried out at the Owners' discretion.

Office use only – DATE RECEIVED: ____/____/_____
Staff member receiving: _____