

MAINTENANCE REQUEST FORM

Name: _____
Property Address: _____
Best Contact Phone(s): _____
Email: _____

Details of maintenance request. Please be specific – ie, include make & model of appliance, location of dripping tap, etc): _____

Access is best for tradesmen via (please tick as applicable);

- ☐ Tenant will be home to allow access, or
☐ Tradesman can access using office keys

AND

- ☐ Anytime for access is fine – if using keys, please knock first
☐ Please call to arrange a suitable time

To facilitate repairs, please note that your contact information will be supplied to our tradesmen for access. You may be liable for the cost of repairs and/or any call out fees if;

- Misuse or negligence caused the issue
- No fault was found
- Access was not available as agreed due to, but not limited to the following: unsecure pets, changed locks, non attendance etc.

Signed

(Tenant) Date:

Signed

(Tenant) Date: