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## Tenant Maintenance Request Form/Contact Information

Property: \_\_\_\_\_

\_\_\_\_\_  
**Name (1)**

\_\_\_\_\_  
**Name (2)**

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Mobile

\_\_\_\_\_  
 Mobile

\_\_\_\_\_  
**Name (3)**

\_\_\_\_\_  
**Name (4)**

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Mobile

\_\_\_\_\_  
 Mobile

All maintenance requests must be given to us in writing. We will contact you on receiving the request and act accordingly beyond that. Please be specific with your descriptions. Please inform us of the location of the problem and for appliance maintenance the model number, brand name and whether electric or gas. If you run out of space, please use the back of this form.

1 .....

2 .....

3 .....

4 .....

.Tenant Permission: I/ We hereby authorise your office or the tradesperson to enter the property without our presence to view/carry out the above maintenance.

Signed by Tenant:.....Date : .....

.....Date : .....

***In the event of the following items requiring attention, please advise by deleting which is NOT applicable:***

**Stove = GAS or ELECTRIC    Oven = GAS or ELECTRIC    Hot Water = GAS or ELECTRIC**