



Maintenance Request Form

TENANT NAME			
PROPERTY ADDRESS			
TENANT CONTACT NUMBERS	HOME	WORK	MOBILE
CAN THESE NUMBERS BE GIVEN TO TRADES PEOPLE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
CAN KEYS BE SUPPLIED TO TRADESPEOPLE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
MAINTENANCE ISSUES	EMERGENCY MAINTENANCE	YES / NO	PTO.
1.			
2.			
IN THE EVENT THAT ONE OF THE FOLLOWING ITEMS REQUIRES ATTENTION, PLEASE CIRCLE TO INDICATE IF IT IS GAS OR ELECTRIC STOVE GAS / ELECTRIC OVEN GAS / ELECTRIC HOT WATER SYSTEM GAS / ELECTRIC			
TENANTS SIGNATURE:.....		DATE:.....	
OFFICE USE ONLY	TRADESPERSON CHECKED	OWNER NOTIFIED	
	YES / NO	YES / NO	
SPENDING LIMIT	TOTAL PRICE INVOICED	DATE ISSUED	
.....	
QUOTE PRICE	INVOICE NO.	DATE COMPLETED	
.....	



Emergency and routine Maintenance

THE FOLLOWING LIST CONSTITUTES EMERGENCY MAINTENANCE

- A burst water service
- A Gas leak
- A blocked or broken lavatory service
- A serious roof leak
- A dangerous electrical fault
- Flooding or serious flood damage
- Serious storm, fire or impact damage
- A failure or breakdown to the gas, electricity or water supply to the premises
- A failure or breakdown of an essential service or appliance premises for heating, hot water or cooking
- A fault or damage that makes the premises unsafe or insecure
- A fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the premises.
- A serious fault in a staircase, lift or other common area of premises that is likely to unduly inconvenience a resident in gaining access to, or using the premises

THE FOLLOWING LIST CONSTITUTES ROUTINE MAINTENANCE

- All other maintenance that is not mentioned above
- (excludes changing a light bulb)
- (excludes damage caused by the Tenant)