

Maintenance Request Form - This form may be either: faxed, emailed or dropped in to your property manager. It is very important that all maintenance issues are put in writing.

Date: ____ / ____ / ____	
Property:	
Tenant/s:	
Contact details:	
Name:	
Work:	Home:
Mobile:	Email:

Please note your contact details will be issued to tradesmen to arrange repair times directly with you.

Repair	Room	Appliance brand/ Model number

Authorisation for keys to be used by tradesmen to access property — YES/NO

Tenants signature _____

Thank you for your co-operation.