Office Use: Date / Time received: / / at am/pm

**TENANT MAINTENANCE REQUEST FORM**

# TENANT INSTRUCTIONS

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.

In the event of an emergency repair, contact our office immediately!

Once we have received the request, either our office or a tradesperson will contact you. Date:

Time:

Address:

Concern:

# ACCESS DETAILS

Tenant Name(s): Phone (H) (W) (M) Access to property (please circle): Take office key Tenant will be home

I hereby authorise your office and / or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair. Yes  No 

I consent that my / our personal information shall be forwarded to tradespeople, the landlord and / the landlord’s agents for the purpose of maintenance and repairs.

Signed:

# If the repairs relates to any of the following appliances, please list make and model

|  |  |  |
| --- | --- | --- |
| Stove |  | Heating |
| Oven |  | Air Conditioning |
| Dishwasher |  |  |
| Hot Water Service |  | Gas  Electric  |