

Maintenance Request Form



Tenant Information

Tenant's Name:

Address of Property:

Daytime Contact Number/s:

Authorisation for tradesperson/repairer to use security keys: (YES / NO)

Do you have a dog: (YES / NO) Type: Secured: (YES / NO)

Details of Repair Request

Nature and specific location of fault/repair:

Tenant Signature:

Date:

- Please note that the standard of the property is as inspected and any requests for renovation or refurbishment must be referred to the landlord and will be decided at their discretion.
- If the repair or maintenance has not been attended to and you have not heard from the office within seven (7) days, please contact your Property Manager. Please note that some owners require all repairs be referred to them before we can action any request.
- Repairs are referred to tradespeople promptly – time frames can vary depending on the individual tradespersons workload.
- Any unauthorised work will be at tenants' expense.

HWS:	Make:	Model:	Gas/Electric
Oven/Stove:	Make:	Model:	Gas/Electric
A/C/Heating:	Make:	Model:	Gas/Electric

Office use only

Received by:

Date:

Landlord advised:

Date:

Work order sent:

Tradesperson: