

MAINTENANCE REQUEST FORM

DATE : _____ TIME : _____

TENANT NAME: _____

PROPERTY ADDRESS : _____

TENANT CONTACT NUMBER : _____ or _____

MAINTENANCE REQUEST (Please be specific with description)

IS THE PROBLEM AN EMERGENCY? YES / NO

HAS A SIMILAR PROBLEM OCCURRED BEFORE? YES / NO

IF YES, PLEASE PROVIDE DETAILS : _____

HAVE YOU MADE ANY ATTEMPT TO RECTIFY? YES / NO

IF YES, PLEASE PROVIDE DETAILS : _____

IF THIS IS A STOVE, OVEN OR HOT WATER SYSTEM, IS IT ELECTRIC OR GAS : _____

BRAND, PLEASE SPECIFY : _____

AIR-CONDITIONING UNIT :

MAKE / MODEL (please specify) : _____

PLEASE NOTE : If maintenance contractor is called and the problem is found to be a usage problem or one of your appliances is faulty, YOU WILL BE RESPONSIBLE FOR THE SERVICE CHARGE. If a maintenance contractor is unable to contact you, it is mutually agreed between all parties that they may gain access by using the office set of keys. If a firm arrangement regarding access for any trades people are not kept by you, the service charge for calling the tradesperson will be automatically passed on to you for payment.

We do our best to rectify your requests as quickly as possible however we have only limited authority from our landlords and may need to refer your request to them for approval. Therefore we are unable to guarantee against delays on items other than emergency repairs.

I/We have read and understand the conditions of the Maintenance Request Form.

Tenant Signature : _____ Dated: _____