

DATE: \_\_\_\_\_

## 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 Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Access to property: Take office key    Tenant to Provide Entry    Other

Tenant preferred time and date: \_\_\_\_\_

Tenant authorizes entry    Yes     No

I hereby authorize your office and/or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_