

# Maintenance Request Form

## Instructions

General maintenance requests must be reported to our office using this form. Please post, email or deliver to our office in order to allow your property manager to register the maintenance with an appropriate tradesperson. Either our office or a tradesperson will contact you.

**Do Not Use This Form For Emergencies. Contact Our Office Immediately!**

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_

Issue / Concern:

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### Appliance details (if applicable):

- Stove / Cooktop       Oven       Air-conditioner  
 Dishwasher       Hot Water Service – circle: Gas / Electric

Make: \_\_\_\_\_ Model: \_\_\_\_\_

## Access for Maintenance

- Tenant Will Be Home       Tenant Will Not Be Home [Office Key Required]

Tenant Name(s): \_\_\_\_\_ Contact #: \_\_\_\_\_

Preferred Date and Time: \_\_\_\_\_

Tenant Authorises Entry  I authorise the office and/or tradespeople to enter the property with keys in order to carry out the repair or view repair works done

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