



TENANT MAINTENANCE REQUEST FORM

TENANT INSTRUCTIONS

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

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

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

RENTAL PROPERTY: _____

Tenant Name: _____ Date: ___/___/___

Comments: _____

ACCESS DETAILS

Tenant Name: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Access to property: Take agency key Tenant will be home

Tenant preferred time and date: _____ at _____ am/pm Tenant authorises entry Yes No

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

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

Stove: _____

Washing Machine: _____

Oven: _____

Microwave: _____

Dryer: _____

Fridge: _____

Dishwasher: _____

Air Conditioning: _____

Hot Water Service: _____

Gas Electric

Tenant Signature: _____

Tenant Name: _____ Date: ___/___/___

BEFORE SUBMITTING YOUR REPAIR REQUEST, PLEASE USE THE FOLLOWING GUIDE TO AVOID UNNECESSARY CALL OUTS. TENANTS CAN BE CHARGED A SERVICE FEE IF REPAIRS ARE REQUESTED AND TRADESPERSON CANNOT GAIN ACCESS OR THE ISSUE IS IDENTIFIED AS BEING A TENANT RESPONSIBILITY.