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TENANT MAINTENANCE REQUEST FORM

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, email or deliver to our office.

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

DATE: _____

UNIT: _____

TENANT OR OWNERS NAME/s: _____

PHONE: (Home) _____ (Mobile) _____

Details of maintenance required:-

I, _____, hereby give my permission for the tradesperson/s or management to enter my unit/property and carry out the required maintenance.

SIGNED: _____ DATE: _____

OFFICE USE ONLY:

Owners Name: _____ Date Contacted: _____

Phone No: _____ Owners Response: _____

Recommended Tradesperson: _____

Date notified: _____

Work started: _____

Tradespersons notes on repairs: _____