

REPAIR/MAINTENANCE REQUEST

It is the policy of our office that all repairs or complaints must be in writing, and must be advised as soon as possible. In order for repairs / complaints to be attended to, please complete this form and fax, post or deliver to our office.

PROPERTY ADDRESS:.....

TENANT NAME:.....

PHONE: (H)..... **(W)**.....

(M)..... **(F)**.....

NATURE OF THE PROBLEM: PLEASE BE SPECIFIC AND GIVE THE FULL DETAILS.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

IF THE PROBLEM IS AN EMERGENCY, PLEASE PHONE THE OFFICE

Please circle the options which apply regarding appliances:

(a) Stove is gas / electric (b) Oven is gas / electric (c) Hot water is gas / electric

PLEASE READ THIS CAREFULLY BEFORE SIGNING

I hereby give permission for the agents nominated tradesman to use keys to enter the property for the purpose of conducting the requested maintenance

Signed: _____ **Date:** __/__/__

Please note: If you do not wish the keys to be used, you must nominate a four hour period when you can be available, ie: either morning or afternoon: _____