

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.

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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: _____