

Maintenance request form

Date

Person requesting maintenance

Property address

Contact numbers (h)

(w)

Mobile

Fax

Email

Repairs required

Urgent

Non-urgent

Please note: Non-urgent repairs will be dealt with within fourteen (14) days.

If there is an appliance problem, please indicate accordingly:

Make

Model

Tick appropriate boxes

Gas Electric

Access arrangements Tradesperson to use office key

Appointment to be made with tenant

Signed

Print name