

TENANT REQUEST FOR MAINTENANCE & REPAIRS FORM

It is a policy of our office that all repairs or maintenance requests must be in writing and posted or faxed to our office as soon as possible (We only accept emergency repairs by phone).

Tenant Name: _____

Property Address: _____

Contact Details:

Mobile: _____ Work: _____ Home: _____

NATURE OF PROBLEM:

Do you give permission for the tradesperson to enter the property with the management key:
Yes/No

If this is an emergency, please phone your Property Manager immediately.

Tenant Signature: _____ **Date:** _____