



TENANT'S MAINTENANCE REQUEST

ADDRESS: DATE:
TENANT/S NAMES: TIME:
CONTACT NUMBER/S: (H) Time Avail:.....
(w) (m)..... Message Bank: Yes No
Email address:

REPAIR IS:

ROUTINE

*EMERGENCY

*Any repairs that may endanger the safety of the occupants or could cause serious damage to the property should be notified to the Property Manager immediately.

MAINTENANCE REQUESTED: _____

ACCESS FOR TRADESMEN: (Please tick box)

COLLECT KEY FROM
REAL ESTATE AGENT

CONTACT TENANT
BY PHONE