



# MAINTENANCE REQUEST FORM

NON URGENT MAINTENANCE REQUESTS BY THE TENANT WILL NOT BE DONE UNLESS IN WRITING

PROPERTY ADDRESS: \_\_\_\_\_

### URGENT REPAIR

Urgent repairs will be attended to immediately; (please CIRCLE one of the listed below) burst water service, dangerous electrical fault, blocked toilet, flooding, serious roof leak or gas leak, storm or fire damage, failure or breakdown of electricity or water or essential service, or any fault or damage that causes the premises to be unsafe or unsecure.

**NON URGENT REPAIR** (all other repairs, other than those listed above).  
The tradesman will gain access to the property as per your instructions below

### ACCESS INSTRUCTIONS (Please tick one)

- OK for tradesman to use key. Tradesman will make contact us first.
- By appointment only. With this option there may be delays by the tradesman to gain access

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Contact Details (Mobile) \_\_\_\_\_ (Work) \_\_\_\_\_

(Home) \_\_\_\_\_ (E-mail) \_\_\_\_\_

Maintenance Requested

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\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date request received at Office

Office use	Tradesman _____
	Date Repair Authorised ____/____/____
	Date Completed ____/____/____