

# Maintenance Request

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**Please use this form to report or request maintenance that is required at your rental property.**

Date:

Tenant Name:

Property Address:

Contact Number:

Email:

**Please describe the repair required, clearly including appliance make and model, room where problem is etc.**

1.

2.

3.

4.

5.

**Access During Business Hours – please circle the option you prefer.**

**Access with key** – we give permission for the tradesperson to access the property with the agent set of keys to our property, if we are not home.

**Tradesperson to Contact Me** – Please get them to contact me to make an appointment for access during business hours.

Please Note: if you choose this option and request that a tradesperson attend after hours, and an after hours rate is charged to us by the tradesperson we will forward this extra rate (rate above the normal day rate) in a tax invoice to you, the tenant, for payment within 14 days.

**Please ensure ALL details have been completed.**

**Tenant Signature:**

**Tenant Name Printed:**

**Date:**