

# MAINTENANCE REQUEST FORM



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

TENANT/S NAME: \_\_\_\_\_

MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The following items require attention:      Is the repair/s urgent?  YES  NO

1.	
2.	
3.	
4.	

Please complete if applicable:

**HOT WATER SYSTEM:**     GAS     ELECTRIC  
MODEL NUMBER: \_\_\_\_\_

**STOVE/OVEN:**     GAS     ELECTRIC  
MODEL NUMBER: \_\_\_\_\_

Do you allow tradespeople access to the property with the use of office keys?  YES  NO

If you do not allow access, will you be available to contact within the next 24 hours?  YES  NO

**PLEASE NOTE:**

1. If a tradesperson is called out and no problem is found or the problem is caused from your appliance or misuse of equipment the payment for the repair will become your responsibility.
2. If you fail to attend at the "agreed" appointed time with the tradesperson, then you will be responsible for any service charges for the missed appointment that may be incurred.

TENANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER ADVISED: \_\_\_\_\_ OWNER APPROVED: \_\_\_\_\_

TRADESPERSON ATTENDING: \_\_\_\_\_ WORK ORDER SENT: \_\_\_\_\_

TENANT NOTIFIED: \_\_\_\_\_ JOB NUMBER: \_\_\_\_\_

INVOICE RECEIVED: \_\_\_\_\_ APPROVED FOR PAYMENT: \_\_\_\_\_