

# MAINTENANCE REQUEST

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## **TO BE COMPLETED BY TENANT (PLEASE PRINT LEGIBLY AND IN DETAIL)**

Date:

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Property:

.....

Tenant(s):

.....

Phone: (BH): ..... (AH) ..... (MOB) .....

Access:  Use spare Key  Phone (would like to be present when tradesman attends)

### **PROBLEM:**

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**Make:** ..... **Model/Serial No.:** .....

## **OFFICE USE ONLY**

Date Received: ..... Date Results Checked: .....

Landlord's Instructions: .....

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Tradesman/Company: .....

Tradesman notified on: ..... by:  Phone  Fax  Email  
(date)

Maintenance authorised by (Agent): ..... Date: .....