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Tenant Maintenance Request Form

All maintenance requests* must be completed in writing and delivered, faxed or posted to our office.

NB: No maintenance requests* will be actioned until a fully completed and signed Maintenance Request Form has been received.

** With the exception of urgent matters.*

Property Address:		
Tenant Details:	Name:	
	After Hours:	Business Hours:
	Mobile:	Email:
	Name:	
Tenant Details:	After Hours:	
	Business Hours:	
	Mobile:	Email:
Details of Problem: <small>(Please be specific and include specific details, location and problem. i.e. gas hot plate left hand side rear burner not functioning)</small>		
Appliance Details:	Type:	
	Make:	Model:
Contact Details:	Person to Contact:	
	Phone Numbers:	
	Can a tradesman contact you directly? YES / NO	

Smoke Detectors:	Are the smoke detectors at this property in working order? YES / NO	
Signed:		Date:
Print Name:		

