

MAINTENANCE REQUEST FORM

Address: _____

Tenant: _____

Phone: _____

MAINTENANCE REQUESTED

Is this maintenance urgent? (i.e. same day service) Yes No

ACCESS ARRANGEMENTS

Will you be at the premises? Yes No

If not, should we: -

- give the tradesperson a key to gain access; or
- have the tradesperson telephone you to make arrangements

If you chose to allow the tradesperson access with a key please indicate preferable access time as follows: -

Days: Mon Tues Wed Thurs Fri

Time: FROM _____ am/pm TO _____ am/pm

SIGNATURE REQUIRED

Tenant: _____

Date: _____