



MAINTENANCE REQUEST FORM

DATE: ____/____/____

PROPERTY ADDRESS: _____

TENANT NAME: _____

CONTACT PHONE NUMBERS:

HOME:	
WORK:	
MOBILE:	
EMAIL:	

Type of service (i.e. oven, dishwasher): _____

Appliance Make & Model: _____

Details of maintenance request: _____

I hereby authorize the agent, its employees and contractors to access the above property to investigate, and if applicable, carry out the repairs at the above property;

OR

I **do not** authorize the agent, its employees or contractors to access the above property and I undertake personally to provide access to the property at a time to be advised by the contractors.

I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by the above agent's contractors for travelling to and from the property.

I acknowledge that my contact information may be provided to either the contractors engaged by the agent listed above or the owner of the property to facilitate contact in order to carry out repairs.

Please note: All requests are subject to landlord approval and all general maintenance is subject to tradesmen availability.