



MAINTENANCE REQUEST FORM

	Date: ____/____/____
Property address:	
Tenant name:	
Tenant contact details:	<p>*Please provide your most reliable daytime phone number:</p> <p>Business: _____ Home: _____</p> <p>Mobile: _____ Email: _____</p>
Permission to trades-people:	<p><input type="checkbox"/> I would like to be contacted to meet the tradesman</p> <p><input type="checkbox"/> The tradesman has permission to use office set of keys</p>
Maintenance required:	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Appliance details:	<p>Hot water: <input type="checkbox"/> Gas <input type="checkbox"/> Electric Brand: _____</p> <p>Stove: <input type="checkbox"/> Gas <input type="checkbox"/> Electric Brand: _____</p> <p>Oven: <input type="checkbox"/> Gas <input type="checkbox"/> Electric Brand: _____</p> <p>Dishwasher: Make/model: _____</p> <p>Heating: <input type="checkbox"/> Gas <input type="checkbox"/> Electric Make/model: _____</p> <p>Air-con: Make/model: _____</p>
<p>Are you interested in a lease renewal? Y / N How long? 6M / 12M</p>	
<p>Tenant signature: _____ Date: ____/____/____</p>	