

# Maintenance Request Form

Address of Property: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Phone (M): \_\_\_\_\_

Phone (w): \_\_\_\_\_

Email: \_\_\_\_\_

Description of required repair;

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note:** If the repairs needed are for an appliance, please let us know if the appliance is gas or electric along with the make and model number as this will speed up the process of having someone attend. To obtain the make and model number, please refer to your tenant handbook.

Use Agency Key

Call to arrange access \*

***\*Please be aware that if a booking is made with a contractor and access is not available as arranged by you or another tenant/occupant, you will be responsible for any associated call out costs. Please ensure a nominated person is home to allow access for the arranged date and time with the tradesperson.***

Agency Use			Initial
Date Received:	Time:	am/pm	
Owners Notified:			
Action Note Recorded:			
Work Order Sent:			

