



MAINTENANCE REQUEST FORM

Date: ___/___/___

PROPERTY: _____

TENANT/S: _____

PHONE: _____

EMAIL: _____

MAINTENANCE REQUIRED: _____

OVEN / HOT WATER SYSTEM

GAS / ELECTRIC

ACCESS FOR TRADESMAN:

- Collect keys from office
- Contact tenant to arrange a time

OFFICE USE ONLY:

- Spoke to owner Date:___/___/___
- Authorised Yes / No

Notes: _____
