



Real Estate

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MAINTENANCE REQUEST FORM

Date Rec: / /

Property Address: _____

Tenant Name/s: _____

Phone: W) _____ M) _____ H) _____

Email: _____

MAINTENANCE REQUIRED – PLEASE BE SPECIFIC & GIVE FULL DETAILS:

If the problem is an **EMERGENCY**,
PLEASE PHONE FIRST and then **confirm in writing**

PLEASE TICK THE FOLLOWING BOXES AS APPLICABLE:

Following items need attention:

- Stove is Gas / Electric Oven is Gas / Electric Hot Water is Gas / Electric

In order for repairs to be attended to, please complete this form and fax, post or deliver to our office. Either a representative or our office or a tradesperson will then be in contact with you.

SIGNED: _____ **DATE:** _____

OFFICE USE ONLY:

Owner contacted: _____

Owner approved: _____