



TENANT MAINTENANCE/REPAIR

REQUEST FORM

Date: _____

Time: _____

Request made: ☐ In Person ☐ By Phone ☐ By Fax ☐ By Email

Degree of Request: ☐ Urgent ☐ Non Urgent ☐ Previously Reported

Property Address: _____

Tenants Name: _____

Tenants Phone No: (H) _____ (M) _____ (W) _____

Maintenance to Report: _____

Signed by tenant (if notified in person): _____ Dated: _____

Office Use Only:

Recieved By: _____

Informed Landlord: ☐ Yes | Date: _____ OR Left Message on _____ at _____ : _____ am/pm

Landlord Comments/ Instructions: _____

Tradesperson: _____

Booked: ☐ In Person ☐ By Phone ☐ By Fax ☐ By Email

Confirm repairs booked with tenant: _____