

Tenant Maintenance Request Form

TENANT INSTRUCTIONS

All general maintenance must be reported to our office in writing. In order for a repair to be attached to, please complete this form and fax, post, email or deliver to our office.

In event of an emergency repair contact our office immediately!

Once we have received the request either our office or a tradesperson will contact you.

Date: _____

Time: _____

Address: _____

Problem:

ACCESS DETAILS

Tenant Name (s): _____

Phone Home: _____ Work: _____ Mobile: _____

Access to property: Take office key Tenant will be home

I give permission for a tradesman to use Harcourts office key to access the property if I am not home to inspect the maintenance and repair: Yes/ No

Signed _____

If the repair relates to any of the following appliances please list the make and model

Stove	Washing Machine
Oven	Fridge
cooktop	Dryer
Dishwasher	Air conditioner
Hot Water Elec <input type="checkbox"/> Gas <input type="checkbox"/>	Microwave