

# Maintenance Request Form

Under the provisions of the Residential Tenancies Act Section 74 it is requirement that all non urgent maintenance be in writing. Please be aware that a Landlord has up to 14 days to attend to non urgent maintenance, and therefore it is important that you understand the landlords rights and do not continually ring our office during this time to ascertain what has happened to your maintenance request.

NAME: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

**CONTACT DETAILS:** Our office needs to be able to make contact with you to facilitate the necessary repairs. If you cannot be contacted please provide details of someone else who can make the necessary arrangements:

Name: \_\_\_\_\_

Phone Number 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

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

**MAINTENANCE PROBLEM:** Please ensure that the description of the problem/s is detailed enough so that our office can send the correct tradesperson to attend the issue:

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**CONSENT TO USE THE SPARE KEYS:** Do we have your consent for the tradesperson to use the spare keys (if available) to access the property:

YES  NO

**IF WE CANNOT USE THE KEYS TO ACCESS THE PROPERTY WHAT ARE YOUR PREFERRED ACCESS ARRANGEMENTS:**

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SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

PLEASE NOTE THAT IF YOU SUPPLY THE WRONG INFORMATION AND WE ENGAGE A TRADESPERSON TO ATTEND TO THE PROBLEM YOU WILL BE RESPONSIBLE FOR THE COST INCURRED