

Maintenance Request Form

Property address		
Date	Tenants	
Contact name		
Relationship to tenant (if not tenant)		
Work	Home	Mobile
Email		

List the repair in detail providing as much information as possible:

Please be aware if maintenance is covered under a builders warranty (excluding emergency maintenance) it may take longer to resolve due to processes outside our office. If a tradesperson attends and ascertains this maintenance is due to a tenant fault, the tradesperson will invoice the tenants directly for payment.

	Yes	No
Is this emergency maintenance or repairs?	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted your troubleshooting guide?	<input type="checkbox"/>	<input type="checkbox"/>
Do you give authority for the repairer to enter the property with agency keys?	<input type="checkbox"/>	<input type="checkbox"/>
Are pets kept on the premises?	<input type="checkbox"/>	<input type="checkbox"/>

Checklist – Office use only					
Received by:			Date:	Time:	
Logged in Property Tree:			Date:	Time:	
Landlord Advised?	Yes	No	Landlord approved?	Yes	No
Under warranty?	Yes	No	Tenant updated?	Yes	No
Sent to trade:			Date:	Time:	