



Maintenance Request Form

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for repairs/complaints to be attended to, please complete this form and fax, email or deliver to our office. Either a representative from our office or a tradesperson will be in contact with you.

Date
Property

Tenants Names
1.
2.

Contact Details
Home Phone:
Mobile:

Maintenance Required:

Tenant Confirmation

Name:
Signature:
Date:

If the problem is an emergency, please contact the office and then confirm in writing.