

Maintenance Repair Form

Date: /...../.....

Property Address:

Tenants Name:

Best Contact Details:

Description of Maintenance Required:

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Is it ok for a tradesman to pick up a key from the office?

No

Yes

I am aware that if a tradesman attends to the property and finds no fault I will be charged a service fee. If the item is the tenants' responsibility I will be invoiced for the account.

Signed:

Date:/...../.....

OFFICE USE ONLY

Received By: Date/Time:

Maintenance Request Loaded: