

## TENANT MAINTENANCE REQUEST FORM

FORM 24A

### TENANT INSTRUCTIONS

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

In the 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: \_\_\_\_\_

Concern: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ACCESS DETAILS

Tenant Name(s): \_\_\_\_\_

Phone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Access to property:  Take office key  Tenant will be home

Tenant preferred time and date: \_\_\_\_\_ Tenant authorises entry  Yes

I hereby authorise your office and/or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

Signed \_\_\_\_\_

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

Stove _____	Washing Machine _____
Oven _____	Microwave _____
Dryer _____	Fridge _____
Dishwasher _____	Air Conditioning _____
Hot Water Service _____	<input type="checkbox"/> Gas <input type="checkbox"/> Electric