

MAINTENANCE REQUEST FORM

DATE: _____

PROPERTY MANAGER _____

PROPERTY: _____

TENANT/S NAME: _____

CONTACT

Phone: _____ Mobile: _____

ACCESS:

Permission to Use Office Keys Contact Tenant to arrange access

DETAILS: Dog No Yes- Secured

Alarm No Yes Alarm Code: _____

PROBLEM:

Gas Electrical Water Structural-Exterior or Interior

MAINTENANCE REQUIRED:

I give permission for Blue Chip Real Estate to give my name and contact details in the authorized tradesperson to affect these repairs.

Tenant Signature: _____

Please email, facsimile or post Maintenances Request to our office.
Should you need to see your Property Manger in person please ensure you make an appointment.

Please note:

Only Emergency Maintenance Requests will be taken over the phone