



TENANT ROUTINE MAINTENANCE REQUEST

DO NOT USE THIS FORM FOR EMERGENCY MATTERS CALL OUR OFFICE NUMBER 37218585

Date:.....

Property:.....

Contact Person:.....

Phone:.....(Home).....(Work).....(Mobile)

I/We approve entry by the Agent or Relevant Tradesperson to rectify the problem, without issue of an Entry Notice

Signed: _____

DETAILS OF PROBLEM

Ensure you provide detailed information that allows assessment of the matter, failure to do this can cause delays.

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Have you reported this problem before? Yes/No Date.....

CAUSE OF PROBLEM

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PROPERTY MANAGER REVIEW

Priority Assessment: Routine/Emergency
Contact owner for approval: Yes/No Obtain Quote: Yes/No
Repair: Yes/No Job Number:..... Tradesperson:
