



**MAINTENANCE REQUEST FORM**

**DATE** \_\_\_\_\_

**PROPERTY ADDRESS** \_\_\_\_\_

**TENANT REPORTING** \_\_\_\_\_ **CONTACT NUMBER** \_\_\_\_\_

**DETAIL THE MAINTENANCE ISSUE**

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

**TENANT ALLOWS TRADESMAN CAN USE OFFICE KEYS:**                      **YES**                      **NO**

***IF THE REPAIR RELATES TO ANY OF THE FOLLOWING, PLEASE LIST THE MAKE AND MODEL***

STOVE \_\_\_\_\_                      DISHWASHER \_\_\_\_\_  
OVEN \_\_\_\_\_                      HOT WATER SYSTEM \_\_\_\_\_  
AIR CON \_\_\_\_\_                      HEATING \_\_\_\_\_

**SIGNED** \_\_\_\_\_