

# Maintenance Request Form



Date: \_\_\_\_\_

<b>TENANT NAMES:</b>	
Tenant 1	Tenant 2
Tenant 3	Tenant 4
<b>CONTACT DETAILS:</b>	
Tenant 1 Mobile:	Tenant 2 Mobile:
Tenant 3 Mobile:	Tenant 4 Mobile:

<b>PROPERTY:</b>

<b>MAINTENANCE REQUIRED:</b>

<b>PLEASE TICK THE OPTIONS WHICH APPLY REGARDING APPLIANCES</b>
<input type="checkbox"/> Stove-Gas / Electric <input type="checkbox"/> Oven- Gas/Electric <input type="checkbox"/> Hot Water- Gas/Electric

<b>OFFICE USE ONLY</b>	
Received By:	Date:
Lessor Name:	Lessor Approval: Yes No
Job Number:	Tenant Notified: Yes No
Contractor:	Invoice Received: Yes No
Notes:	

## ATTENTION ALL TENANTS

Please check any relevant manuals to ensure correct operational procedures have been followed. Please be advised, if the problem has occurred because of user error, the callout fee will be charged to you, the tenant.