



**MAINTENANCE REQUEST FORM**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am \_\_\_\_\_ pm

Property Manager \_\_\_\_\_

Tenant/s Name \_\_\_\_\_

Tenant/s Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**MAINTENANCE DETAILS:**

APPLIANCE: \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL NO: \_\_\_\_\_

GAS

ELECTRIC

**DESCRIPTION OF MAINTENANCE ( describe problem in full detail )**

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

**OFFICE USE ONLY ( Landlord instructions )**

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