

## Maintenance Request Form

### Please Note:

1. If a tradesperson is called out and no problem is found or the problem is caused from your appliance or misuse of equipment the payment for the repair will become your responsibility.
2. If you fail to attend at the "agreed" appointment time with the tradesperson then you will be responsible for any service charge for the missed appointment.
3. If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising repair.

Property Address:		Date:
Tenant Name:		
Mobile:	Email:	
Phone (W):	Phone (H):	

The following items require attention:

1:
2:
3:

Are any of the above maintenance items a safety risk?  Yes  No

Reason:
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**Access arrangements:** Permission to use master key?  Yes  No

Alternatively, the tradesperson will be provided with your contact details to arrange a time with you to undertake the necessary repairs.

Tenant Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_