



MAINTENANCE REQUEST FORM

Property Address..... Date.....
 Tenant/s Name..... Phone (home).....
 Phone (work)..... Mobile.....
 Email

The following repair items require attention (please give as much information as possible)

- 1.....
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- 2.....
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- 3.....
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Please note: If the repairs are needed for an appliance, please advise whether it is **gas or electric & provide make & model number**. This will speed up the process of organising the repair

- I hereby authorise **HOMES 4U** its employees & contractors to use the keys to the above property held by Homes 4U to gain access to, investigate and if applicable, carry out the repairs at the property
- Or**
- I do not authorise **Homes 4U**, its employees & contractors to use the keys to the above mentioned property held by Homes 4U & undertake to personally provide access to the property at a time to be advised by Homes 4U contractors. I freely acknowledge that if I make such arraignments & then fail to provide access to the property. I will personally liable for any changes made by Homes 4U contractors from travelling to & from the property.

Tenant Signature: _____ **Date** _____

Upon signing this form, I acknowledge that my contact information may be provided to either the contractors engaged by either **Homes 4U** or the owner of the property to facilitate contact in order to carry out the repairs

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OFFICE USE ONLY: Owner Contacted..... Date Received.....
 Instructions