



## Maintenance/ Tenant Request Form

<b>Name of tenant/s:</b>	
<b>Property address:</b>	
<b>Mobile:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Other Number:</b>
<b>Please Provide Information below of maintenance required or request in accordance with Standard Terms of the General Tenancy Agreement (Form 18a). Please provide as much detail possible.</b>	
eg. dripping tap – which room? Which tap hot/cold? Oven element faulty – Which element?	
<b>Please indicate instructions below regarding gaining entry to the Property</b>	
Third party can gain entry with Agency keys	Yes/No
Third party to phone to arrange an agreed time	Yes/No
Other Instructions (if any)	

Please note that Third party means a contractor/ tradesperson or other third party required to carry out works. Your name and contact details will be provided to the third party in order to carry out the required works. The Third Party will endeavour to do all they can to arrange an agreed time however this not guaranteed. Alternatively you may authorise the Third Party to collect a set of keys from Island Sands Asset Management. All services will be during business hours Monday to Friday.

<b>Signature of Tenant/s:</b> _____	<b>Date:</b> _____
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<b>OFFICE USE ONLY</b>				
<b>Procedure to be completed by Property Manager</b>	<b>Yes</b>	<b>No</b>	<b>Date</b>	<b>Name of PM</b>
Maintenance actioned – lessor notified and instructions requested				
Tenant advised action taken				
Lessor followed up if necessary regarding request				
Tenant advised of action taken after lessor follow up				
Work order issued (or other action taken)				
Emergency Maintenance – was the reference number given to tenant?				<b>Reference Number Given</b>