



TENANT MAINTENANCE FORM

DATE: _____ TENANT NAME: _____

PROPERTY ADDRESS: _____

CONTACT DETAILS HOME: _____ WORK: _____

MOBILE: _____ OTHER: _____

EMAIL ADDRESS: _____

MAINTENANCE DETAILS

Do you wish to report any maintenance or repairs? Yes No

Please describe the problem clearly, including appliance details etc.

(Please tick box if URGENT)

1 _____

2 _____

3 _____

4 _____

5 _____

ACCESS DURING BUSINESS HOURS

Can the trades person access with a key Yes No

OR The tradesperson can contact me direct to arrange access.

Please also note – the more non-restrictive access you provide, the easier it is for the tradesperson to perform the maintenance in a timely manner.

Please ensure all relevant details have been completed

Signed _____

Dated _____