Maintenance/ Tenant Request Form

MY PERSONAL PROPERTY MANAGER
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Name of Tenant/s	
Property Address	
Mobile	**Phone**
Email	**Other Number**

Please provide information below of maintenance required or request in accordance with the Standard Terms of the General Tenancy Agreement (Form 18a). Please provide as much detail as possible.

Please indicate instructions below regarding gaining entry to the Property.

Third Party can gain entry with agency keys	
Third Party to phone to arrange an agreed time	
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 is not guaranteed. After hours and weekend services most likely cannot be arranged. Most services will be during business hours Monday to Friday.

Signature of Tenant/s	**Date**

Procedure to be completed by Property Manager	**Yes**	**No**	**Date**	**Name of PM**
Maintenance actioned – lessor notified and instructions requested				
Tenant advised of 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?				Reference number given

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