

## **REPAIRS AND MAINTENANCE FORM**

Please contact our office within 7 days & follow up if you have no response regarding your request.

IF AN EMERGENCY PLEASE PHONE FIRST THEN CONFIRM IN WRITING.

DATE:	
TENANT NAME:	
PROPERTY ADDRESS:	
CONTACT DETAILS: (H) (W) (M)	
AUTHORITY FOR TRADESPERSON TO USE OFFICE KEYS: YES / NO	
REPAIR DETAILS:	
•	
TENANT SIGNATURE:	
,	
DATE SUBMITTED:	
DATE GODIVITTED.	
OFFICE USE ONLY:	
DATE LANDLORD NOTIFIED:	т.
CONTACTED WHOM: NUMBER CONTACTED ON	<b>!</b>
RESPONSE BY LANDLORD:	
	THORISED:
WORK TO BE CARRIED OUT / GENERAL COMMENTS:	

