

TENANT MAINTENANCE REQUEST FORM

TENANT INSTRUCTIONS

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post email or deliver to our office.

In the event of an emergency repair, contact our office immediately!

Once we have received the request, either our office or a tradesperson will contact you.

Tenant/s: Date:

Time: Address:

Concern/Maintenance Issue:

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PROPERTY ACCESS DETAILS

Phone: Mobile:

Access: Tenant will be home Y N Tenant will not be home, but authorises entry Y N

Tenant preferred time & date:

I hereby authorise Bayside Boutique Property Management office and/or tradespeople to enter the property with the office keys in order to carry out the repair or view the repair.

Tenant Signature:

If the repair relates to any of the following appliances, please list the make & model.

Stove: Washing Machine:

Oven: Microwave:

Dryer: Fridge:

Dishwasher: Air Conditioning:

Hot Water Service: