



# MAINTENANCE REQUEST

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RENTAL PROPERTY: \_\_\_\_\_

TENANT (1) NAME: \_\_\_\_\_

CONTACT: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Business: \_\_\_\_\_ Email: \_\_\_\_\_

TENANT (2) NAME: \_\_\_\_\_

CONTACT: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Business: \_\_\_\_\_ Email: \_\_\_\_\_

REPAIRS REQUIRED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Please Provide As Much Detail As Possible)**

**ACCESS FOR TRADESMAN: Use The Agency Keys / Call To Arrange / Tenant Home**

THIS FORM MAY BE EITHER: 1.Lodged In Person - 2.Mailed To Agency - 3.Phoned Through - 4.Faxed To Agency

**OWNER:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **Business:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owners Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Called Owner:	1 <sup>st</sup> Call	Date	Time	Number
	2 <sup>nd</sup> Call	Date	Time	Number
	3 <sup>rd</sup> Call	Date	Time	Number

**PROPERTY MANAGER:** \_\_\_\_\_ **DATE ENTERED ON COMPUTER:** \_\_\_\_\_

**JOB (1) GIVEN TO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**JOB (2) GIVEN TO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_