

**TENANT MAINTENANCE REQUEST FORM**

Property Address: \_\_\_\_\_

Tenant Surname: \_\_\_\_\_

Phone: (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Maintenance Requested: **Please be specific and give the full details.**

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**IF THE MAINTENANCE IS AN EMERGENCY, PLEASE CALL FIRST THEN CONFIRM IN WRITING.**

Please circle the option which apply, regarding appliances and entry:  
If any of the following,  
A) Stove = gas / electric B) Oven = gas / electric C) Hot Water System = gas / electric  
**To gain access to the property:**  
A) Use agents key and enter at the convenience of the tradesperson Yes / No  
B) Phone me between \_\_\_\_\_ and \_\_\_\_\_ to make an appointment Yes / No  
**Tenants confirmation**  
I / We authorize your office and or the repairers to enter the property as above in order to view or carry out the repairs Yes / No

It is a policy of our office that all repairs or complaints must be in writing and must be advised as soon as possible. In order for maintenance to be attended, please complete this form and fax/post/email or hand deliver to our office. Either a representative of our office or a tradesperson will then be in contact with you.  
*We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by James Dean) in the course of our day to day duties. You have the right to access personal information that we hold about you by contacting our office.*

TENANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_