

Tenant's Maintenance request Form

According to the Tenancy Agreement, all repairs/maintenance must be in writing and report as soon as possible. In this respect, kindly complete this form and return to us by email, fax, or hand deliver. Either our staff or a tradesperson will contact with you.

Please complete the following details

Property Address:		
Contact Name:		
Phone:	(M)	(W)
NATURE OF PROBLEM:		
Please be specific and give the full details: <i>with photos</i>		
1.		
2.		
3.		
4.		
5.		

TENANTS CONFIRMATION

I/we hereby authorise your office and/or the repairers to enter the property in order to view or carry out the repairs. I/we also understand that I/We are liable for any service call when failed to provide access to the repairers or problem is improper use of the items.

Tenant Signature: _____

Date: _____

Please advise if no tradesperson or technicians to attend repairs within 7 days from the date you submit the form.

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Maintenance completed and satisfies confirmation

I am/we are tenant of the property above and confirmed tradesperson attend repairs as follow	
Job completed	If "NO" Please fill in all details, we will follow up the problem
1. Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please Note: All repairs should have at least 3 months workmanship warranty. If the problem happen again within short period of time. Please inform us immediately. Any delay of reporting may cause tenant to pay another service call to fix the same problem.

Tenant Signature: _____

Date: _____