

MAINTENANCE FORM



Date: _____ / _____ / _____

Renter/s Name: _____

Property Address: _____

Home Number: _____ Mobile Number: _____

Permission to use keys for access: Yes No

Renter/s Signature: _____

Maintenance required: (detailed description including where, and photos will be welcomed)

Gas / Electric: _____

Please note: Maintenance will only be carried out during normal trade business hours.

This form does not guarantee that minor repairs will be completed, this is only for consideration.

OFFICE USE ONLY:

Property Manager to complete.

Owner: _____

Date advised: _____ / _____ / _____

Assigned to: _____

Logged in Property Me

Notes: _____