



**Property Maintenance Request**

Date: \_\_\_\_\_

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

\_\_\_\_\_

Maintenance Required: \_\_\_\_\_

\_\_\_\_\_

Reason for repair: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To gain access to the property: (Please choose one)

- 1) Use agent's key and enter at the convenience of the tradesperson
- 2) Phone me to make an appointment on .....

Tenant(s) Confirmation

I/we hereby authorise your office and/or the repairers to enter the property as above in order to view or carry out the repairs.

Tenant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_