

## Maintenance Request Form

----- Personal Details -----

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

Time: \_\_\_\_:\_\_\_\_ PM/AM

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

Rental Property: \_\_\_\_\_

\_\_\_\_\_

Ph: \_\_\_\_\_ Mob: \_\_\_\_\_

Access Arrangements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

----- Office Use Only -----

Landlord: \_\_\_\_\_

Instructions Given: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Arrears Situation: \_\_\_\_\_

Tradesperson: \_\_\_\_\_

\_\_\_\_\_

Property Officer: \_\_\_\_\_

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

----- Details of Maintenance Required -----

Date Damage Occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_

Details IN FULL of Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***"THE PROGRESSIVE SALES TEAM CATERING FOR ALL NEEDS"***

