MAINTENANCE REQUEST FORM

If you have any maintenance issues, please complete this form & leave it for The Property Mentors to collect at their next routine inspection or email it to your Property Manager.

Property Address: _____

Tenant/s: _____-_____

Date of Request: _____

Contact phone no/s: _____

Details of maintenance & possible cause (please supply as much information as possible and any photos):

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How would you prefer trades people to access the property?

□ Collect keys from The Property Mentors

□ Arrange appointment with tenant

I consent that my/our personal information shall be forwarded to trades people, the landlord and/or the landlord's agents for the purpose of maintenance and repairs.

Signed by Tenant/s _____ Date _____