

# Tenant Not Urgent Maintenance Request



Date:	
Property Address:	
Tenant Name:	
Contact number:	
Email:	
Property Manager:	

To gain access (please circle)	a) Use agent's key and enter at the convenience of tradesperson	yes/no
	b) Phone me to make an appointment	yes/no

Maintenance Requested (please print)	Make & Model

### TENANT(S) S CONFIRMATION

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

Signed.....Dated.....

Signed.....Dated.....

### OFFICE USE

Landlord:	
Date contacted:	
Outcome:	