

Angella
STORRIER REAL ESTATE

MAINTENANCE REQUEST/REPAIR FORM

Date: / /

Tenant/s name: _____

Address: _____

Contact number: _____

Email: _____

Access:

Tradesperson to collect master key from office []

OR

Tenant to be contacted for access by tradesperson []

Please explain in detail maintenance repair/request below:

Plumbing Electrical Air conditioning Heating General (Please circle)

Tenant/s are required to sign below:

Sign: _____ **Sign:** _____ **Date:** _____

OFFICE USE ONLY

Received by: _____

Landlord contacted: Yes / No

Date received: _____

Maintenance approved: Yes / No

Time received: _____

Tradesperson arranged: Yes / No

Additional comments: _____