

## Maintenance Request Form

Date:

Property Address:

Tenant Name(s):

Mobile:

email:

Phone (w):

Phone (h):

It is a policy of our office that all repairs must be in writing and must be advised as soon as possible.

In order for a repair to be attended to, please complete the Maintenance Request Form and fax or email to our office. A representative from our office will be in contact with you.

Details of repair(s) that require attention (please print clearly):

1.	
2.	
3.	

**Please note:** If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.

Tenant Confirmation:

I/we hereby authorise your office and or the contractor to enter the property with the keys in order to carry out the repair or view the repair and acknowledge that my contact information may be provided to either the contractor engaged by Villa Luxury Leasing or the owner of the property to facilitate contact in order to carry out the repairs.

Signed by the Tenant

-----  
Tenant's name

-----  
Signature

-----  
Office Use Only

Date received	Owner contacted	Instructions