**MAINTENANCE REQUEST FORM**

**Property Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**Contact Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have pets in the house?**  Yes / No

**Describe the problem:**

(Please be as specific as possible – include room or location on the property.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate how our Maintenance Officer or our preferred tradespeople are to enter the property (tick one):**

[ ] I wish to be present  (If you tick this, then you or someone nominated by you over the age of 18 must be home from 8:00am to 5:00pm on the day the contractor is coming to complete the maintenance request. If there is nobody at the property when the contractor arrives or access is refused, a non-attendance fee may be charged.

[ ] The Maintenance Officer or tradesperson may enter the property if I am not there.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date

Please send this form to your site coordinator (via email or post) as soon as possible to ensure the request is assessed and acted on as soon as possible. In emergency situations please phone Maintenance Coordinator, or your site coordinator.

**For Maintenance Subcommittee Use Only**

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| --- | --- |
| Date Received |  |
| Received by  | [ ] Phone [ ] Email [ ] Post |
| Assessment | [ ] Emergency or Critical [ ] Responsive[ ] Programmed [ ] Preventative  |
| Date added to Property Maintenance Plan |  |
| Who is getting quotes |  |
| Contractor work assigned to |  |
| Date work completed |  |
| Review of Completed Job |