

# Raine & Horne®



## *Maintenance request form*

Date:..... Time:.....

Property:.....

Tenant's name:.....

Tenant's phone:.....

Email: (to be updated on maintenance).....

It is our office policy that all maintenance is in writing and advised as soon as possible.  
Please complete the repair advice and return to our office by fax, post, in person or email. Either a representative of our office, the owner or tradesperson will be in contact with you.

Maintenance Request: (explain in detail) .....

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I give Raine & Horne Mackay permission to hand out keys to authorised tradespeople: Yes / No

Call First  Signature .....

**STOVE** GAS / ELECTRIC

**OVEN** GAS / ELECTRIC

**HOT WATER** GAS / ELECTRIC

**OFFICE USE ONLY: PM –**

**EMAIL PH L/L:**

**F/UP:**

**WORK ORDER ISSUED:**

**CONTRACTOR:**

**REPLY TO TNT:**