

**Repair and Maintenance Request Form**

All requests for repairs and maintenance are subject to landlord approval except in the case of urgent repairs (electrical, gas, water, sewerage).

Name		
Property Address		
Phone Number	Home	Mobile
Issue		
Are there dogs at the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To gain access (choose one option)	<input type="checkbox"/> use agent's key and enter at the convenience of the tradesperson <input type="checkbox"/> phone me to make an appointment	

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Landlord contacted \_\_\_\_\_

Instructions \_\_\_\_\_

Work Order No. \_\_\_\_\_ Contractor \_\_\_\_\_

Property Manager \_\_\_\_\_ Date \_\_\_\_\_