

MAINTENANCE REQUEST

Today's date

Property details

Your name	Address of rental property
Your contact details	

Details of Maintenance Request

What is your maintenance request

How long have you known about the problem?

Do you authorise a trade person, or Stable Agent access to your property? Yes No

Thank you. The appropriate trade person will be contacted and a work order issued. The trade person will come to our office to collect keys and call you directly to arrange a suitable access time.

All maintenance requests received out of business hours will be processed the next business day. If the request is urgent please phone your portfolio manager.

Once you have completed this form please sign and scan it to your portfolio manager.

Signature(s)

Signed		Signed	
Date	Phone	Date	Phone