

TENANT MAINTENANCE REQUEST FORM

All requests for general maintenance must be submitted to NCL Property Management in writing. Kindly complete this form and return to our office via email, fax, or post.

If you have **emergency** maintenance to report, please call your Property Manager urgently.

Please tick the type of maintenance you are requesting:

Urgent / Emergency Repairs General Maintenance

Address: _____

Tenant Name: _____

Details: _____

Access Details

Tenant authorises tradesman to access property using office keys in order to carry out repairs.

Tenant will be home to allow access to tradesman during business hours.

If your maintenance request concerns one of the appliances in your property, kindly provide details of the **make** and **model** in order to assist our office with arranging repairs quickly.

Dishwasher: _____ Stove: _____

Oven: _____ Fridge: _____

Hotplate: _____ Clothes Dryer: _____

Air Conditioner: _____ Washing Machine: _____

Hot Water Service: _____ Microwave: _____

Hot Water Service Gas Electric

Tenant Signature: _____ Date: _____

Thank you for taking the time to report this maintenance; either your Property Manager or the relevant tradesman will be in contact with you shortly.