

# Maintenance Request Form

Please note that all maintenance requests must be placed in writing to our office.

Property Address: \_\_\_\_\_

Dated: \_\_\_\_\_ day of \_\_\_\_\_, 2016

## This request relates to:

- General Repair
- Appliance Repair       Gas       Electric
  - Oven      model: \_\_\_\_\_ Serial Number: \_\_\_\_\_
  - Cooktop      model: \_\_\_\_\_ Serial Number: \_\_\_\_\_
  - Rangehood      model: \_\_\_\_\_ Serial Number: \_\_\_\_\_
  - Air Conditioner      model: \_\_\_\_\_ Serial Number: \_\_\_\_\_
  - Hot water system      model: \_\_\_\_\_ Serial Number: \_\_\_\_\_
  - Dishwasher      model: \_\_\_\_\_ Serial Number: \_\_\_\_\_
  - Water Pump      model: \_\_\_\_\_ Serial Number: \_\_\_\_\_
  - Garage door motor      model: \_\_\_\_\_ Serial Number: \_\_\_\_\_
- Plumbing Repair
- Electrical Repair

## Details of repairs required:

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I \_\_\_\_\_ of \_\_\_\_\_  
authorise a nominated approved tradesperson to gain access via keys supplied by One Door  
Property if a suitable time by both parties cannot be arranged for maintenance to be carried out.

Signature of Tenants \_\_\_\_\_