

MAINTENANCE REQUEST FORM



When you are renting one of the properties we manage we want to make sure that you and your home are properly looked after.

Sometimes things break or wear out. If the property you are renting needs attention, fill in the requested information below and we will arrange to have repairs made as quickly as possible.

If it's urgent or causing damage, contact us immediately on ☎️ **0274 764 186**

Please contact us first for any repairs to the property. If you arrange your own maintenance without our authorisation we can't guarantee you will be refunded for the expense.

PROPERTY ADDRESS:

Please describe what is to be repaired clearly, including which room, appliance or object and any other details that will help to ensure that the repair is carried out quickly and correctly.

1.

2.

3.

4.

If there is an appliance problem, please indicate accordingly:

Make

Model

Tick appropriate boxes Gas Electric

Authority to enter property:

- Yes** - I authorise your trusted contractor to enter during office hours using your keys to carry out maintenance.
- Yes** - I authorise you to give your trusted contractor a key to enter but could you phone me first and let me know when they will be there.
- No** - contact me first to arrange a suitable time.

Unless the repair is an emergency, I/We agree that any call outs after hours will incur after hours charges which would be payable by the tenant(s)

CONTACT DETAILS for the best person to contact regarding this Maintenance Request.

Name:

Home phone:

Mobile phone:

Email:

Once this form has been completed you can scan and email the form to karen@karenjohnson.nz