

Maintenance Request Form

Address of Property:

Tenant Name(s):

Mobile:

Email:

Phone (w):

Phone (h):

***By finishing and submitting this form to the agent, the tenant acknowledges that if the engaged technician found that**

a) The issue is caused by the user (or)

b) No fault is found (or)

c) The tenant did not follow all reasonable steps suggested by the Agent

The tenant will then be liable for the charges made by The Agent's contractors' callout, and the cost of rectifying the item/s.

The following repair items require attention:

1.

2.

3.

Please note: If the repairs needed are for an appliance, please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair. Please also **provide photos** of the related items, which would be helpful for us to identify the request and sending the most suitable trades.

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I hereby authorise **APG Estate**, its employees and contractors to use the keys to the above property held by **APG Estate** to gain access to, investigate and if applicable, carry out the repairs at the above property.

☐

I do not authorise **APG Estate**, its employees or contractors to use the keys to the above property held by **APG Estate** and undertake to personally provide access to the property at a time to be advised by **APG Estate** contractors. I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by **APG Estate** contractors for travelling to and from the property.

☐

I acknowledge that my contact information may be provided to either the contractors engaged by **APG Estate** or the owner of the property to facilitate contact in order to carry out the repairs.

Tenant Name

Tenant Signature

Date

OFFICE USE ONLY

Date received	Owner contacted	Instruction
Tradesman Contacted	Repairs scheduled	Instruction