

TENANT MAINTENANCE REQUEST FORM



TENANT INSTRUCTIONS

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.

Fax: +64 9 296 6441 **Email:** admin@rer.co.nz

In the event of an emergency repair, contact our office immediately !

DATE:	_____
ADDRESS:	_____
YOUR PROPERTY MANAGER:	_____
CONCERN:	_____ _____ _____
ACCESS DETAILS	
TENANT NAME(s):	_____
Phone Home:	_____
Phone Work:	_____
M:	_____
Email:	_____
ACCESS TO PROPERTY	Take Office Key <input type="checkbox"/> Tenant will be Home <input type="checkbox"/> Tenant preferred time and date: _____ Tenant authorises entry: Yes <input type="checkbox"/> No <input type="checkbox"/> I hereby authorise your office and/or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair. Signed _____ Date _____
DO YOU HAVE PETS AT HOME:	Yes <input type="checkbox"/> No <input type="checkbox"/>
What precautions for constraining pet/s will you take - if required? *	_____ _____

*Please be aware that if a booking is made with the Contractor and access is not available, as arranged with tenants, you may be responsible for the call out fee. Please ensure a nominated person is at home to allow access.

If the repair relates to any of the following appliances, please list the make and model

Stove _____	Washing Machine _____
Oven _____	Microwave _____
Dryer _____	Fridge _____
Dishwasher _____	Air Conditioning/Heating _____
Hot Water Service _____	Gas Electric _____

Office Use: Date Recd / /