

Repairs and Maintenance Form

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Property Address

Tenant Name

Email

Date

Contact Numbers

Repair Type

Plumbing

Electrical

General

Other

Details

Authority to release contact details to the appointed trades person

Authority to enter property with office master key

Tenant Signature

Date

Office Use Only

Urgent

Non-urgent

Received by:

Date received:

Details

Tradesperson organised:

Work order sent: