



**Real Estate**

### Tenant Maintenance Request Form

Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

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

Tenant Preferred Contact: \_\_\_\_\_

**Please list the maintenance required below:**

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

*Upon signing this form we acknowledge and accept that our contact details will be passed on to the selected trades people for the sole purpose of gaining access to the property in order to complete any required maintenance as per the lessor's instructions.*

Please circle:

We **do consent / do not consent** to trades people gaining entry to the property using the office set of keys after I / we have been advised of the date and time of entry.

We **do / do not** have a dog at the property.

Sign:

\_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Contractor: \_\_\_\_\_

Owner Instructions: \_\_\_\_\_  
\_\_\_\_\_