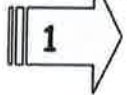




**TENANT MAINTENANCE FORM**

Please completely fill in where **indicated by 6 arrows**



**1** Date: ...../...../..... Tenant Name: \_\_\_\_\_

Tenant Address \_\_\_\_\_



**2** Contact H: \_\_\_\_\_ W: \_\_\_\_\_

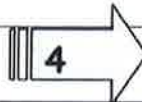
MB: \_\_\_\_\_ OTHER: \_\_\_\_\_



**3 MAINTENANCE REQUIRED**

**Do you wish to report any maintenance or repairs: Yes / No**  
(if 'No', no need to fill out further) **Please describe problem clearly**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



Is this considered **URGENT** YES / NO



**5 ACCESS DURING BUSINESS HOURS**

Can we give access to the tradesman with a key?  YES  NO

**Please Note**-It is easier for the tradesperson to get work completed with key access. However, should you wish to be present for access, please state what times someone is usually home, and on what days. **Please also note** - the more restrictive the times - the harder it is to get tradesperson to do the work!

**Access Times:** FROM \_\_\_\_\_  AM  PM TO \_\_\_\_\_  AM  PM

**On what days**  Monday  Tuesday  Wednesday  Thursday  Friday

**Other-**  
please specify \_\_\_\_\_



**SIGNED BY TENANT**..... **DATE**.....

**FULL NAME OF TENANT**.....

Office Use Only-Comments