

Maintenance Request Form

Address of Property: _____

Date: _____

Tenant Name(s): _____

Mobile: _____

Email: _____

Phone (w): _____

Phone (h): _____

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.

- I hereby authorise Gracemere Property Solutions and its employees and contractors to use the keys to the above property held by Gracemere Property Solutions to gain access to, investigate and if applicable, carry out the repairs at the above property, without the need for further notice to me.
- I do not authorise Gracemere Property Solutions and its employees or contractors to use the keys to the above property held by Gracemere Property Solutions and undertake to personally provide access to the property at a time to be advised by Gracemere Property Solutions 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 Gracemere Property Solutions contractors for travelling to and from the property.

I acknowledge that my contact information may be provided to either the contractors engaged by Gracemere Property Solutions 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	Instructions