

## MAINTENANCE REQUEST FORM

The tenant is to complete in full and email or fax form to Full House Management so we are able to attend to the repair in a timely manner.

Tenants Name:

Date:

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Address of Property:

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Tenants Contact details:

Work Phone:	
Mobile Phone:	
Home Phone:	
Email:	

**Maintenance Required: Please explain the problem clearly and in what room it is occurring. EG the cold water tap in the bathroom will not turn on. Also how can a tradesman gain access to carry out the necessary repairs.**

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**We clear all maintenance requests Mon to Fri, if the job is urgent please telephone your Property Asset Manager directly.**

**A work order will be given to a tradesperson and they will contact you direct to arrange access unless otherwise stipulated above.**

**The form above must be completed in FULL before we can arrange repairs.**