



Repairs & Maintenance Request

Please leave out for in a obvious position for your property manager to collect at your next quarterly inspect. For urgent matters please contact the office directly.

Have you any repairs / maintenance requiring attention that should be brought to the Landlords attention ?

Are there any other problems that we should know about ?

Is there any way we can assist you ?

Please complete the details below and either return this notice to our office or leave it to be collected on the day of inspection. **Please note** that this form needs to be returned whether maintenance and repairs a re required or not.

Name : _____ Signature : _____

Property Address _____

Contact Numbers : Work _____ Home _____

Mobile _____ Fax _____