Stanistreet Realty

Maintenance Request Form

Date:
Tenant/s Name:
Property Address:
Contact Person & Details:
Mobile number:
Home number:
Work number:
Fax number:
Email:
REPAIRS REQUIRED (please explain the problem in detail and add extra page if necessary)

2. Which room in the property requires maintenance?
3. Appliance requiring maintenance (if applicable) example: Electric Dryer
Make:
Model:
Serial Number:
Appliance type: (Please circle) Electric: Yes / No or Gas: Yes / No
4. Access requirements: (Please tick in circle the correct response)
Trade person to use office key
Appointment to be made with tenant in attendance
5. Do you authorize STANISTREET REALTY to pass on your maintenance request details and your contact numbers to the appropriate tradesperson? (Please tick in circle the correct response)
C Yes
No
Any pets on property:
C Yes
No – at time of appointment
6. Please scan and email your completed Maintenance Request form to: info@stanistreetrealty.com Attention - Property Manager Stanistreet Realty.

Thank you for your time.