

Ray White™

Date: _____ Property Manager: _____

MAINTENANCE ACTION REQUEST FORM

Property Address: _____

Tenant Name (in full): _____

Phone: (W) _____ (Mob) _____ (H) _____

Nature of Action Request: (state specific details)

- Emergency (actioned immediately – same day)
- Security Risk (actioned 1 day)
- Urgent & Important (actioned within 2 days)
- Important but not urgent (actioned within 5 days)
- Please telephone to discuss

Tenants

Signature: _____

OFFICE USE ONLY

Tradesperson Used:

What action has been taken: _____

Property Managers

Signature: _____