

Maintenance request form

Address of property: _____ Date: _____

Tenant name(s): _____

Mobile (1): _____ Mobile (2): _____

Home: _____ Work: _____

Email: _____

The following repair and/or maintenance items require attention:

Please note: If repairs and/or maintenance are required for an appliance, wherever possible, 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 Lexicon Property Agents, its employees and contractors to use the keys to the above property held by Lexicon Property Agents 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 Lexicon Property Agents, its employees or contractors to use the keys to the above property held by Lexicon Property Agents and undertake to personally provide access to the property at a time to be advised by Lexicon Property Agents' 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 Lexicon Property Agents' contractors for travelling to and from the property.

I acknowledge that my contact information may be provided to either the contractors engaged by Lexicon Property Agents or the owner of the property to facilitate contact in order to carry out the repairs.

Tenant Name **Tenant Signature** **Date**