MAINTENANCE REQUEST FORM

Property Address :_____
Tenant Name/s :_____
Mobile no/s :_____
Email/s :_____

Maintenance Issue :_____
:_____
:_____

Please provide full description of issue including any actions taken to try and fix the issue/s. If repairs requested are for appliances, the make and model number would need to be provided and noted if it is gas or electric.

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I authorize CARE Property Agents, its employees and contractors to investigate and if applicable, carry out the requested maintenance repairs and will personally arrange access to the property so that the maintenance I've requested detailed above can be attend to.

I 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 the contractors for travelling to and from the property.

I understand that if no issue was identified, no repairs were required or if the damage was caused by me or any of my guests, I will be personally liable for any service calls and/or repair costs charged by the engaged contractors for call out fees and/or for the works to repair such damage caused by me and/or my guests.

I acknowledge that my contact information will be provided to the contractors engaged by CARE Property Agents or by the Owners to attend to my maintenance request.

Tenant Signature/s: _____ Date:_____