

Maintenance Request



Rental Property:

Tenant Name(s):

Date Requested:

Home Phone:

Work Phone:

Mobile Phone:

Items in need of Maintenance

1.

2.

3.

Instructions to Access Rental Property

The tradesperson may enter the premises but I wish to be contacted first in order to confirm this.

The tradesperson may enter the premises. Don't contact me.

I wish to be present when the tradesperson is at the property. Please ask the tradesperson to contact me.

I wish to be served an Entry Notice with the statutory notice period allowed for before a tradesperson enters the property.

Other Instructions:

I/We the applicant(s) authorise Savills to disclose relevant personal information about me/us to relevant tradespeople contracted to carry out maintenance that I have requested at the property referred to in this form.

Applicant(s) Signature:

Received By:

Date:

Date:

Office Use Only

Owner's Name:

Authorisation Details:

Owner's Contacts:
Home:
Work:
Mobile:
Fax:

Tradesman:

Date Issued:

Tenant's Bond Tenant's Expense Owner's Expense