

iU Property Services Maintenance Request Form



TENANT INSTRUCTIONS

When you become aware of a maintenance issue, please use the following as a guideline when making a request. This form will be passed on to a contractor to complete the repairs. Once we have received the request, a property manager or tradesperson will contact you.

Date: _____ Time: _____

Tenant Name(s): _____

Property Address: _____

Contact Details: _____

Maintenance Request:

☐ Electrical ☐ Plumbing ☐ Water ☐ General Maintenance ☐ Other

Details: _____

- ☐ I will be home during business hours for a tradesperson to complete the repairs
- ☐ I hereby authorise **iU Property Services**, its employees and contractors to use the key for the abovementioned property held by the real estate to gain access to my property for the purpose of carrying out the repair/s requested.
- ☐ I acknowledge that my contact information may be provided to contractor's organised through **iU Property Services**

Signed: _____

Date: _____

OFFICE USE

Date received: _____

Owner contacted: ☐

Tradesperson contacted: ☐

Tenant notified: ☐

Maintenance completed: ☐

Property Manager Name: _____

Signature: _____