

REPAIRS AND MAINTENANCE REQUEST

PARTICULARS

- 1. Tenant Name: _____
- 2. Property Address: _____
- 3. Contact Number: _____
- 4. Date: _____

REQUEST

Description of repairs or maintenance required:

Thank you for your repairs and maintenance request. We aim to process this request within 7 days of receiving it, however, please note that we must seek the property owner’s approval before any requests can be confirmed. If you haven’t heard from us within 7 working days, please contact our office.

Please post or email your request form to the address below.



* when you’re ready to save