



TENANT MAINTENANCE REQUEST FORM

Address of Property: _____ Date: _____

Tenant Name(s): _____

Mobile: _____ Email: _____

Phone (w): _____ Phone (h): _____

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.

In the event of an emergency repair, contact our office immediately.

Once we have received the request, either our office or a tradesperson will contact you.

The following items require attention:

- 1. _____
- 2. _____
- 3. _____

Tenant preferred time and date: _____

Please note: If the repair relates to any of the following appliances, please list the make and model to speed up the process of organizing the repair:

Stove _____	Range hood _____
Oven _____	Heater _____
Dryer _____	Alarm _____
Dishwasher _____	Air Conditioning _____
Hot Water Service _____	Please tick <input type="checkbox"/> Gas <input type="checkbox"/> Electric

I acknowledge that my contact information may be provided to either the contractors engaged by Hudson Bond or the owner of the property to facilitate contact in order to carry out the repair.

Tenant Name Tenant Signature Date