



VITALE & CO

PROPERTY MANAGEMENT SERVICES

Maintenance Request Form

Date ____/____/____

Property Address _____

Tenant Name/s _____

Mobile _____ Email _____

Home Phone _____ Work Phone _____

Maintenance Issues:

1. _____

2. _____

3. _____

PLEASE NOTE: If the repairs are needed for appliances, please advise if it's Gas or Electricity, make and model number if known. This will help speed up the process of organising the repair

I authorise Vitale & Co Property Management Services, its employees and contractors to use the keys held by Vitale & Co Property Management Services to gain access to the above property, investigate and if applicable carry out repairs, without need for further notice to me.

I do not authorise Vitale & Co Property Management Services, its employees or contractors to use the keys held by Vitale & Co Property Management Services to gain access to the above property. I undertake to make myself available at agreed times to suit the contractors or employee to provide access to the property

Tenant Name

Tenant Signature

OFFICE USE ONLY

Date Received

Owner Contacted

Yes/No
