



WES DAVIDSON
REAL ESTATE

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MAINTENANCE REQUEST FORM

PROPERTY ADDRESS:

TENANT NAME:

TENANT CONTACT NUMBER:

PLEASE CIRCLE: URGENT NON URGENT

PERMISSION TO USE SPARE KEY: YES NO

DETAILS OF MAINTENANCE REQUIRED: (Please fully describe the nature of the repair or maintenance request. Eg: location, problem, possible cause, type of appliance - gas or electric)

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IS YOUR SMOKE ALARM WORKING? YES NO

The tenant is liable to the cost of the service call and repair in the event that the tenant has failed to operate an appliance correctly or negligently caused damage to the property.

DECLARATION

We use personal information collected from you to carry out and maintenance / problem requests. These details will be forwarded to tradesmen / landlords or other necessary parties. If this information is not made available, we will not be able to provide an effective service to you. Other than in the circumstances allowed under the privacy act 1988, we do not disclose information of this kind to other parties. If you would like to access your personal information, you can do so by contacting us using the details provided above. You can also correct this information if it is inaccurate, incomplete or out of date.

Signature Date: / /