# Office: Strand House, 31 The Strand, Tauranga 3110 Phone: 07 928 2870

Email: [info@primerentals.co.nz](mailto:info@primerentals.co.nz) Web: [www.primerentals.co.nz](http://www.primerentals.co.nz/)

DATE:

TENANT MAINTENANCE REQUEST FORM

## TENANT INSTRUCTIONS

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 mail, 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 maintenance will contact you.

What does it mean? Match the sentence below to the highlighted sentences above.

* if you want us to fix your problem
* you have to write your request
* renter
* fill out this form and send it to our office

**Concern**:

**ACCESS DETAILS**

Tenant Name(s):

Phone Home: Work: Mobile: \_

Access to property:

Take office key

Tenant will be home

Tenant preferred time and date: Tenant authorises entry Yes

I hereby authorise your office and/or maintenance to enter the property with the keys in order to complete the repair or view the repair.

Signed

What does it mean? Match the sentence below to the highlighted sentences above.

* when maintenance enters your house - problem
* you can enter my house without me - when I want you to enter my house

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