

MAINTENANCE REQUEST FORM

It is a policy of Ansonia and Saratoga Apartments that all repair requests must be made in writing and delivered to our office. Either a representative from our office or a tradesperson will attend to your request.

**IF A REPAIR TURNS OUT TO BE THE FAULT OF THE TENANT,
THE COST OF REPAIR OR SERVICE CALL WILL BE AT THE COST OF THE TENANT**

Please check carefully BEFORE requesting repairs.

NAME/S OF TENANT/S:

CONTACT DETAILS:

APARTMENT NO.:

DETAILS OF REPAIR (please write clearly)

TENANT'S CONFIRMATION

I/We hereby authorize the office and/or the approved repairer/s entry to the apartment to view and/or carry out the above repair. **I/We agree that a 24 hour entry notice is not required.**

Signed by Tenant:

Date:

Peggy & Vinh
Resident Managers

OFFICE USE ONLY

RECEIVED ON:

TRADEPERSON CONTACT ON:

ATTENDANCE ON:

TO BE ATTENDED BY: OFFICE / APPLIANCE REPAIRER / PLUMBER / AIR-CON / ELECTRICIAN / OTHERS

JOB SHEET (DESCRIPTION OF SERVICES/PARTS):

CAUSE/S OF FAULTS:

JOB COMPLETED BY:

DATE:

COST OF MATERIALS:

TIME/LABOUR CHARGE: