

## Maintenance Request

Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel Nr: \_\_\_\_\_ Work Nr: \_\_\_\_\_

Mob Nr: \_\_\_\_\_ Email: \_\_\_\_\_

### Nature of Problem

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I give the tradesmen permission to get a key from Encore Property Group and gain entry to the property to fix the maintenance issue
- Please give us a call on the mob/work/home nr to arrange a time to fix the maintenance issue

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

---

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

- Owner Approval Received / Owner requesting quotes
- Quote Requested      Date: \_\_\_\_\_
- Work Order Sent
- Invoice Received