

## MAINTENANCE REQUEST FORM

Please complete your brief details and requirements and return to us a.s.a.p. We will ensure your request is processed at the earliest possible time. Phone us if you need any assistance.

**\* Please note that urgent maintenance matters should be telephoned through to your property manager directly.**

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

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

Telephone (Home): \_\_\_\_\_ Telephone (Work): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email \_\_\_\_\_

Repairs / Maintenance Details: (Be specific and give full details \*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is it in order for our property manager and/ or the repairers to enter the property with our management keys if you are not present when the service person is available to carry out the maintenance or repairs? (Please tick)

- Yes, enter the property if I am not there.  
 No, I wish to be present.

### TENANTS CONFIRMATION \*

I/We hereby authorise your office and/or the repairers to enter the property as above in order to view or carry out the repairs.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Gralin Property Management Ltd**  
**Postal Address: PO Box 151 028, New Lynn, Auckland**  
**Ph: (09)825 0588 Fax (09)825 0566 Email: info@gralin.co.nz**  
**Office Address: 3208A Great North Road, New Lynn, Auckland**

### Office Use

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

Property Manager: \_\_\_\_\_