



Maintenance Request

Date of Request: ___/___/___ Name: _____

Property address: _____

Plumbing

Electrical

General Repair

Other

Description of work/repair: (Please supply Photographs)

ACCESS TO PROPERTY

Please choose one of the following options regarding the tradesperson access to carry out the requested maintenance at the property

- I consent to HJ Byrnie Estate Agents providing the Tradesperson with my contact details
- The tradesperson can collect the Keys from HJ Byrnie Estate Agents and attend the property without me being present
- I wish to be present when the tradesperson attends the property

For Office Use Only:

Date Reviewed: ___/___/___ Priority Assigned: _____

Authorised By: _____

Comments:

Date Completed: ___/___/___ Number of Days to Complete _____ Work

Assigned to: _____