



STRATILIS LLC

Your Real Estate Solution

1-800-SOLUTION

The SOLUTION For All your
REAL ESTATE Needs!

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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 fax, post, 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 a tradesperson will contact you.

Date: _____

Time: _____

Address: _____

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 authorizes entry Yes / No

I hereby authorize your office and/or the trades people to enter the property with the keys in order to carry out the repair or view the repair.

Signed _____

If the repair relates to any of the following appliances, please list the make and model

Stove _____	WashingMachine _____
Oven _____	Microwave _____
Dryer _____	Fridge _____
Dishwasher _____	Air Conditioning _____
Hot Water Service _____	<input type="checkbox"/> Gas <input type="checkbox"/> Electric