



MAINTENANCE REQUEST FORM

Details of the property you wish to have repaired

Address :
.....

Personal Details

Name :
Telephone :
Email :

Tenant to Sign

- I hereby authorise Mawby Property, it's employees and contractors to use the keys to the above property held by Mawby Property to gain access to, investigate and if applicable, carry out the repairs of the above property.
- I do not authorise Mawby Property, its employees or contractors to use the keys to the above property held by Mawby Property and undertake to personally provide access to the property at a time to be advised by Mawby Property contractors.

I freely acknowledge that if I make such arrangements and then fail to provide access to the property, I will be personally liable for any charges made by Mawby Property contractors for travelling to and from the property.

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Details of repair / maintenance required.

(if relevant please specify if your heating and / or cooling is gas or electric)

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Office use only

Date Received : / / Owner contacted y / n Instruction given :

my agent