



Date:

**Tenant Maintenance/Request Form**

**It is Guardian policy that all maintenance/repairs or requests to owners must be in writing. We also urge you to advise us as soon as a problem occurs. In order to attend to these matters quickly, please complete this form and either fax, post or deliver to our office. You will be contacted by the Property Manager or a Tradesperson.**

*We are an independently owned and operated business. We are bound by the National Privacy Principals. We may be collecting personal information about you by various methods throughout the tenancy to enable us to manage and maintain the premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the property and to contractors (approved and authorized by Guardian Property & Asset Management) in the course of our day to day duties*

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

Tenants Name: \_\_\_\_\_

Best Daytime Phone Numbers: \_\_\_\_\_

**Nature of problem: Please be specific and give full details.**

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

**If the problem is an EMERGENCY, please phone first, then confirm in writing.**

Please circle the options that apply regarding entry:

- Use owners key and enter at your convenience
- Phone me to make an appointment to enter

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

Tenants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Office use only (Action taken)** \_\_\_\_\_

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