

Maintenance Request Form

Address of Property: _____

Date: _____

Tenant Name(s): _____

Mobile: _____

Email: _____

Phone (w): _____

Phone (h): _____

The following repair items require attention (please provide as much detail as possible):

1.	
2.	
3.	

If repair relates to an appliance:

Hot Water Dishwasher Cooktop Oven Garage Motor Other

Make: _____

Model: _____

Serial No: _____

- I hereby authorise Pinnacle Sales & Management, its employees and contractors to enter the property using the office set of keys in order to carry out and/or view the repair.
- I do not authorise Pinnacle Sales & Management, its employees or contractors to enter the property using the office set of keys in order to carry out and/or view the repair.

I acknowledge that I have read the privacy notice of Pinnacle Sales & Management and understand that in certain circumstances my personal details may be provided to either the contractors engaged by Pinnacle Sales & Management or the owner of the property throughout the repair and/or maintenance process.

Tenant Name

Tenant Signature

Date

Office Use Only

Date Received	Owner Contacted	Instructions

