

TENANT REQUEST

MAINTENANCE / REPAIRS FORM

It is a policy of our office that all repairs or maintenance requests must be in writing and posted or faxed to our office as a soon as possible (We only accept emergency repairs by phone).

Vision Property Management
127 Farrington Avenue
P O Box 20-215
Bishopdale
Christchurch

FAX: 03 359 4372

Tenant Name:

Property Address.....

Contact Phone:

Mobile..... Work..... Home:

Nature of problem:

If this is an emergency, please dial 111 and then phone your Property Manager immediately.

Tenant Signature: _____ Date: _____