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**TO THE TENANT**

If you have any maintenance issues, please complete this form and leave it for the Property Manager to collect on inspection day.

This will ensure prompt attention to your urgent requests.

Thank you for your assistance to maintain your property at a high standard.

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**MAINTENANCE REQUEST**

**DATE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PROPERTY:** \_\_\_\_\_

**TENANT/S NAME:** \_\_\_\_\_

**CONTACT NUMBER:**  
\_\_\_\_\_

**DETAILS OF ANY ITEMS THAT REQUIRE ATTENTION:**

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