[Company name]

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Estate agency maintenance request form

Report it, track it, fix it - maintenance issues for managed properties.

Request details

Date	[Date]
Reported by	[Tenant / landlord name]
Property	[Address]
Issue	[Describe the problem]
Urgency	[Low / medium / high / emergency]
Access	[e.g. key held / tenant to arrange]
Contractor assigned	[Name]
Resolved date	[Date]

Sign-off

Reported by	Resolved by	Date