Ashford Business Services Ltd

Estate agency maintenance request form

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

Request details

Date	9 November 2026
Reported by	Sarah Mitchell
Property	14 Oakfield Road, Birmingham B17 9JH
Issue	Describe the problem as agreed at the meeting.
Urgency	Medium
Access	Key held / tenant to arrange
Contractor assigned	Sarah Mitchell
Resolved date	9 November 2026

Sign-off

Reported by	Resolved by	Date