

Maintenance Request Form



TENANT INFORMATION

Name: _____ Tenant Type: Commercial Residential

I am the Registered Leaseholder: Yes No Address: _____

Email: _____ Telephone: _____

I acknowledge that WEDCO will use this email address for all communications regarding this Maintenance Request.

MAINTENANCE REQUEST WITH ACCESS INFORMATION

Please provide as much detail as possible so we can arrange appropriate action.

Request Type: Not Urgent - not an emergency Urgent - an emergency (property is in danger of damage)

Access for Repairs: Have WEDCO Call to Arrange Access Use WEDCO's Key - repair person to advise day of entry

A Dog is on Premises. Tenant(s) agree to restrain or remove for access.

Please be aware that if a booking is made with a contractor and access is not available with tenants, you may be responsible for the call out fee. Please ensure a nominated person is on site to allow access..

Maintenance Request with Details:

Signature: _____ Date: _____

WEDCO USAGE

This section is for internal WEDCO usage only.

Job Number: _____

Date Received: _____ Time Received: _____

Received by: _____ Completion Date: _____

Waiting Approval Emergency - Actioned & Under Control Work Order Carried Out by WEDCO

Work Order Sent to Contractor Work Order Attached