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**TENANTS PROPERTY MAINTENANCE REQUEST**

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TO: Harvic Residential Property Management

SENDER:

HARVIC FAX NUMBER:  
(04) 388 1177

DATE:

URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY

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NOTES/COMMENTS: PLEASE PRINT CLEARLY

\* **TENANT NAME -**

\* **ADDRESS OF PROPERTY -**

\* **WORK PHONE -**

\* **HOME PHONE -**

\* **MOBILE -**

\* **EMAIL -**

\* **MAINTENANCE REQUEST -**

Please explain the problem & advise what you have already done to solve the issue. E.g. Electrical problem - Have you checked the fuses?

\* Indicates items which must be completed.

**NOTE WELL:**

1. Works orders will be issued to the appropriate Tradesperson and they will contact you to organise access.
2. Maintenance of a more urgent nature should be telephoned through to the office immediately on (04) 388 1174.
3. Electronic maintenance requests will not be processed on weekends or public holidays.

Please fax through to Harvic on (04) 388 1177.