

Tenant Maintenance Request Form

To CERC

Tenants Name _____

Property Address _____

Date requested: _____ Date works completed: _____

Description of works requested:

URGENT REPAIRS ONGOING REPAIRS
CYCLICAL MAINTENANCE OTHER

Action taken:

Quotes Obtained:

1.	_____	\$
2.	_____	\$
3.	_____	\$

WORK AUTHORISED BY MAINTENANCE COMMITTEE:

Name: _____

APPROVED

At General Meeting: _____

Signature: _____

Date: _____