

Maintenance Request Form

Please fill in this form and either scan and email to our office or fax this to your local LPM office. You can also complete an online maintenance form at www.propertyman.co.nz .

If the maintenance is authorised, a works order will be issued to the appropriate tradesperson who will then contact you to arrange a suitable time to visit the property to carry out the work required.

Maintenance requests sent after normal business hours may not be actioned until the following day.

Name: _____

Address: _____

Email: _____

Phone: _____

Maintenance required (please be as detailed as possible): _____

Access

Would you like to home when the tradesperson attends? YES / NO

Would you like the tradesperson to collect a key from us? YES / NO

(Please note, unless the maintenance required is an emergency you will be liable for any after-hours call out charges.)