



# Pro Management (Auckland) Limited

Licensed Real Estate Agent under REAA2008

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PO Box 56453 Dominion Rd, Auckland 1446  
Email: [info@promanagement.co.nz](mailto:info@promanagement.co.nz)

## TENANT REPAIRS FORM

**It is a policy of Pro Property Management that all repairs or maintenance requests must be completed on our Tenant Repairs form and this can then be emailed, posted or delivered to us.**

We are available 24/7 if you need emergency repairs. Otherwise our policy is that all requests for repairs or maintenance must be made in writing. We will use our office key for access for trades people if needed. All trades people have been vetted by Pro Property Management, and will act in a professional manner to complete the necessary repair.

Property Address: \_\_\_\_\_

Tenant Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone(Home): \_\_\_\_\_ Telephone(work): \_\_\_\_\_ Mobile: \_\_\_\_\_

Repairs/Maintenance Details:

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### TENANTS CONFIRMATION

I/We hereby authorize your office and/or the repairers to enter the property as above in order to view or carry out the repairs.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to Pro Property Management Ltd

PO Box 56453, Dominion Road 1446, Auckland

Ph: 09 600 6190 Email: [info@promanagement.co.nz](mailto:info@promanagement.co.nz)

Physical Address: 1282 Dominion Road, Mt Roskill

### OFFICE USE

Date Processed: \_\_\_\_\_

Property Manager: \_\_\_\_\_