

Maintenance Request Form

To:	Citylets	Date Reported by Tenant:	
Email:	info@citylets-leicester.co.uk	Date Reported to Landlord / Maintenance Person:	
Phone:	0116 2911 291		

Date Reported by Tenant:	
Date Reported to Landlord / Maintenance Person:	
Work to be Completed:	Citylets Maintenance

Flat Details	
Building Name / Address:	
Flat Number:	

Tenants Details	
Name:	
Email Address:	
Phone Number:	

Maintenance Issue(s)	
1)	
2)	
Please indicate whether you wish to be present when the works are carried out YES / NO	
If you have answered YES to being present then you must be available / present at the allocated time	

To be completed by the Maintenance Person who attended the site

Name of person who attended the job:	
Date Issued:	
Date of Completion:	
Details of Remedial action / repairs carried out:	