



Welcome to YOUR new Living Space from ...
EXECUTIVE LIVING LTD



- Setting the standard for Executive Living
 - Homes
 - Apartments
 - Living Spaces
 - Serviced Apartments
 - Apartment Living Spaces



Maintenance Request

Property Address:

Please give details below of any maintenance issue there may be with the property that does not form part of your requirement within your tenancy. Please include your name, room and date.

If any appliance such as washing machine included in your tenancy is faulty please write Washing Machine and a **thorough description** of the fault. Please don't just write 'does not work'.

This will enable us to have the appropriate person inspect the fault and will reduce the time it takes to have the appropriate works carried out. This will also reduce the risk of "non-faults" being charged back.

All Emergencies and/or Emergency Maintenance must be notified immediately on 07789 377 933

Please return this form signed, dated and completed to:

Email: Maintenance@ExecutiveLiving.ltd.uk

or

Fax: 0709 217 8275

or

Post: Executive Living Ltd. 33 Sir Alfred Munnings Road, Costessey, Norwich, Norfolk NR8 5EE