TWENTY-FIFTH AVENUE
SERVICE REQUEST FORM

Tenant Information

Your name:

Your address:

Contact

Day:	Evening:
Email address:	

Service Request Details

1. **Type of Issue (Tick as applicable):**

- ☐ No heating or hot water
- ☐ Water leak or flooding
- ☐ Blocked drains or sewage issue
- ☐ Electrical faults or power outage
- ☐ Gas leak or boiler issue

2. **Describe the Issue:**

3. **Location of the Issue (e.g., kitchen, living room, bathroom):**

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4. **When was the issue first noticed?**
   Date:

5. **Has this issue been previously reported?**

- ☐ Yes
- ☐ No

6. **Impact of the Issue on Tenant (please specify):**

Preferred Action

7. **What action do you request?**

8. **Preferred Contact Method for Updates Issue (Tick as applicable):**

- ☐ Email
- ☐ Phone
- ☐ Letter
- ☐ In person

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Tenant Declaration

I confirm that the above information is accurate to the best of my knowledge. I request the landlord/housing provider to address this issue as soon as possible.

Tenant's Signature:

Date:

For Office Use Only

Received by: _____
Date Received: _____
Reference Number: _____
Action Taken: _____
Completion Date: _____

This form ensures that tenants provide all necessary details for a service request in compliance with the **Housing Ombudsman's requirements**. It also serves as a formal record of the request for follow-up and resolution tracking.