

MAINTENANCE REPORT FORM

DATE: _____

TENANT NAME: _____

PROPERTY ADDRESS: _____

Maintenance Details :

ACCESS DURING BUSINESS HOURS

Can Tradesman access property with office keys: YES / NO

Entry Details (alarm code etc): _____

Best Contact Number for Tradesman to contact you on: _____

Please specify the following _____ SOLAR/GAS/ELECTRIC

Other

Instructions: _____

Please note: All maintenance requests **must be in writing** before being put to the owners for consideration. The only verbal maintenance which will be acknowledged is that which is considered and Emergency.

If a maintenance contractor is called out and the problem is found to be a usage problem or one of your appliances is faulty **YOU WILL BE HELD RESPONSIBLE FOR THE SERVICE CHARGE.**

We do our best to rectify your request as quickly as possible. However, we have only limited authority from our Landlords and may need to refer your request to them for approval. Therefore we are unable to guarantee against delays on items other than Emergency Repairs.

I/We the tenant/s have read and understood all the conditions of this Maintenance Request Form.

Tenant Signature/s _____ Date _____

OFFICE USE ONLY	
Received By:	Date Completed:
Owner Contact & Instructions Given:	
Tradesman Employed:	W/Order #:

ROUTINE INSPECTION GUIDE CHECKLIST

The following information has been prepared to assist you when a routine inspection is due at the property you are renting through Geraldton Property Team.

We ask that before the routine inspection you:

- ✓ Ensure that our office has the correct contact details for all occupants
- ✓ Your rent is paid up to date, preferably 1-2 weeks in advance
- ✓ Any pets (if permitted) are secured, so they cannot run loose or someone is home to secure
- ✓ Maintenance Request Form is completed, if required

Attendance to the following matters prior to our inspection will save time and prevent unnecessary (and often unpleasant) conversations/actions.

You should ensure that the following items have been attended to:

- ✓ All floors vacuumed and mopped
- ✓ All cupboards, shelves, drawers and benches are cleaned
- ✓ Walls and doors are free from grubby marks
- ✓ Stove/grill, oven, exhaust/range hood are cleaned and free from grease and food remains
- ✓ Windows and flyscreens are cleaned inside and outside. Flies and cobwebs to be removed from tracks, ledges and sliding doors
- ✓ Light shades and ceiling fans to be cleaned. Air vents to be cleaned. Air conditioners are cleaned
- ✓ Rubbish from around the property is removed
- ✓ Garage/carport and drive way areas are free from grease and oil stains
- ✓ Bathrooms are thoroughly cleaned, with all mould and soap scum from all areas are removed including tiles and grouting. Ceiling mould must also be removed.
- ✓ Toilets to be cleaned, including seat, cistern and pan
- ✓ Lawns are mowed and edged and all garden beds/gravel areas weeded
- ✓ Check smoke alarms are working and there is no build up

If all of the above items are met for your periodic inspection this will assist you in receiving positive feedback and a future rental reference from Geraldton Property Team upon vacating the premises.

If you would prefer to use a professional cleaner or gardener prior to your inspection please contact our preferred cleaners below :

Domestic Cleaners: Norfolk 0458 958 578 or Pin Point Cleaning 0402 987 503

Carpet Cleaners : Lees Carpet Cleaners 0418 930 459 or Pin Point Cleaning 0402 987 503

Gardeners : Gero Garden Care (Remo) 0422 918 854 or Jeff Renton 0488 243 169

Please provide companies with as much notice as possible.