

MAINTENANCE REPORT FORM

DATE: _____

TENANT NAME: _____

PROPERTY ADDRESS: _____

PROPERTY MANAGER: _____

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 for hot water system: SOLAR/GAS/ELECTRIC

Other Instructions:

Please note: We would like all maintenance to be put in writing to ensure we receive correct information. We must have clear details on what maintenance is required and we may request photos to further clarify the fault.

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 #:

