



MAINTENANCE REPORT FORM

Tenant Name: _____

Property Address: _____

Maintenance issues:

Please note: All maintenance request ***MUST be in writing*** before being put to the owner for consideration. The only verbal maintenance which will be acknowledged is that which is considered an Emergency repair

Details of what the problem is	How did it happen	When did it happen / how long has it been an issue

If a maintenance issue is relating to hot water, stove or oven please specify the following: SOLAR / GAS / ELECTRIC

Access for repairs

Can the tradesman access the property with office Keys: **Yes / No**

Please provide your best contact details below: **Name:** _____

Mobile: _____ **Work Ph:** _____ **Email:** _____

Please Note: If a tradesperson is called out and the problem is found to be tenant misuse, usage problem, your faulty appliance or reporting non repair ***YOU WILL BE HELD RESPONSIBLE FOR THE COST OF THE INVOICE.***

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 tenants have read and understood all the conditions of the maintenance request form

Tenant Signature/s _____ Date _____