

Raine & Horne®

Maintenance Report Form

Date..... Tenant Name

Property Address.....

Contact Numbers: Mobile No: Work No:

Home No: Email

MAINTENANCE DETAILS

Please indicate clearly what the repairs are and incorporate as many details as possible. E.g. Item/appliance that needs repair, the location including room and exact position. Please number each item if more than one.

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ACCESS DURING BUSINESS HOURS (please tick one box only)

- Access With Key** – We give permission for the tradesperson to access the property with an office key, if we are not home.
- Tradesperson To Contact Me** – Please have a tradesperson contact me for access during business hours. (Please Ensure We Have All Your Contact Details Above)

PLEASE NOTE: *If a tenant requests the tradesperson to come after hours then a tenant will be billed for any difference between a tradespersons day rate and after-hours rate. A tax invoice will be forwarded and payment expected within 14 days.*

PLEASE ENSURE ALL DETAILS HAVE BEEN COMPLETED

Signed Dated

Office Use Only – Date Received Work Order Generated

Raine & Horne Mount Barker

49 Gawler Street Mount Barker SA 5251

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