

TENANT MAINTENANCE / REPAIRS / REQUEST FORM

Tenants Surname

First Name:

Property Address:

Phone: (w)

(mob)

(h)

(email)

It is our office policy that all maintenance repair requests must be in writing and must be advised as soon as possible.

In order for a repair to be attended to, please complete this form and fax, post or deliver to our office. Either a representative of our office, the lessor or our tradesperson will be in contact with you.

DETAILS OF REPAIR/S (PLEASE PRINT CLEARLY)

If the problem is of an **EMERGENCY** nature, **PLEASE PHONE FIRST** and then confirm in writing.

In the event of the following items requiring attention, please advise by choosing the following:

(a) Hot Water:

- (1) Electric Hot water System has been topped up:
- (2) Gas Hot Water System pilot light is still lit.
- (3) Gas Bottles have been checked they are not empty

(b) Oven:

(c) Stove Top:

- (1) Gas stoves/ovens pilot light is still lit.
- (2) Gas bottles have been checked that they are not empty.

(d) Electricity: If your safety switch in the power box has flicked off have you ensured that it is not due to a faulty appliance by unplugging all appliances and individually plugging in appliances

To Gain Access:

(a) Use agent's key and enter at the convenience of the tradesperson

Yes

No

(b) I authorise the tradesperson to contact me direct to gain access

Yes

No

Office Use Only

OWNER CONTACTED.....

REPAIRER.....

DATE ISSUED W/O.....

DATE COMPLETED..... ACCOUNT PAID.....

COST.....

FILE NOTES.....