Raine&Horne®

MAINTENANCE REQUEST

PLEASE LEAVE THIS FORM ON YOUR KITCHEN BENCH THE DAY OF ROUTINE INSPECTION OR YOU CAN FAX TO OUR OFFICE ON 07 3345 9366 OR EMAIL TO Office (office@robertson.rh.com.au)

Date:	
Property Address:	
Tenant's Name(s):	
Contact Number(s):	
Email Address:	

Please note, in relation to any repairs requested by you, to our office, must be in writing and must be advised as soon as possible.

Once we have the maintenance request on hand, we will get the matters attended to unless a quote is required. Tradesperson will contact you to arrange a suitable time for the repairs to be carried out.

Please circle yes or no to indicate if maintenance is required at the property.

1. Are there any leaking taps? **YES / NO**
2. Are there any faulty lights/power points? **YES / NO**
3. Are there any faults with the stove, oven or griller? **YES / NO**
4. Are there any problems with the external guttering or downpipes? **YES / NO**
5. Are there any steps, railings or balconies not secure? **YES / NO**
6. Are there any fences, retaining walls or gates not secure? **YES / NO**
7. Are there any loose or damaged tiles in the property? **YES / NO**
8. Is there any evidence of termites? **YES / NO**
9. Are there any obstructions of the property that would be dangerous? **YES / NO**
10. Is there any water damage to the property? **YES / NO**

If you have answered **YES** to any of the above questions, please list the problem in more detail. Photos would assist with description. Please email to our office.

P.T.O.

Raine&Horne®

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