

**Maintenance / Repairs Form**

Please report any maintenance or repairs via this form. We will endeavour to rectify the issues in a timely manner. The more information you provide the easier we can assist you. Please provide the following:

- Property Address: \_\_\_\_\_
- Tenant Name: \_\_\_\_\_
- Tenant phone number: \_\_\_\_\_
- Tenant email: \_\_\_\_\_

Please circle nature of request:

Plumber      Electrician      Handyman      Glass      Smoke Alarms      Locks/Keys

Issue location: \_\_\_\_\_

Issue – Please describe:

---



---



---



---



---

What steps have been taken to rectify issue:

---



---

When did the issue commence: \_\_/\_\_/\_\_

**Please be aware that if the maintenance /repair is due to obvious tenant damage or neglect the cost of the repairs will be paid by the tenant.** Please ensure for the following issues that you try the below remedies before reporting to us, to ensure no unnecessary costs:

**Electrical:** If your electricity is switching off it is likely that an appliance is the cause. Please ensure that all switches in the safety switch box (in the garage) are facing up. Then try turning on appliances one at a time to find faulty appliance. Please report if appliance is an owners (dishwasher etc.).

**Plumbing:** If you have a blocked drain please try using a drain cleaning product like “Draino” prior to reporting. If your toilet is blocked please try using a plunger prior to reporting. Both of these products are available at a hardware store at minimal cost. If a plumber attends the property and foreign objects are found in drains or toilets the tenant will receive the cost.

**Gas:** (If applicable) If you run out of hot water it is possible you have run out of gas. Please check.

**Office use only:**

Repair booked:    yes    no    For date of: \_\_/\_\_/\_\_    Completed: yes no