

Maintenance Report Form

Date..... Tenant Name:

Property Address :

Contact

MB).....W).....

HM).....Email:

MAINTENANCE DETAILS

Please describe the repair clearly, including appliance details, what room etc.

1.....

2.....

3.....

4.....

5.....

Is this maintenance considered Urgent? YES/NO

ACCESS DURING BUSINESS HOURS

Please Tick One Box Below

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 Get Them To Contact Me For Access **During Business Hours** (Please Ensure we have ALL your contact details above)

Please Note- If you request the tradesperson to come after hours, and an after hours rate is charge to us by the tradesperson, we will forward this extra rate (amount above the normal day rate) in a tax invoice to the tenant, for payment within 14 days.

Please Ensure All Details Have Been Completed

Signed

Tenant Name.....

Dated...../...../.....

Office Use Only- Work Order Generated– Date/...../.....