



# MAINTENANCE REPORT FORM

DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY MANAGER: \_\_\_\_\_

**Maintenance Details :**

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**ACCESS DURING BUSINESS HOURS**

Can Tradesman access property with office keys: YES / NO

Entry Details (alarm code etc): \_\_\_\_\_

Best Contact Number for Tradesman to contact you on: \_\_\_\_\_

Please specify the following for hot water system: SOLAR/GAS/ELECTRIC

Other Instructions:

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**Please note:** All maintenance requests must be in writing before being put to the owners for consideration. The only verbal maintenance which will be acknowledged is that which is considered and Emergency.

If a maintenance contractor is called out and the problem is found to be a usage problem or one of your appliances is faulty **YOU WILL BE HELD RESPONSIBLE FOR THE SERVICE CHARGE.**

We do our best to rectify your request as quickly as possible. However, we have only limited authority from our Landlords and may need to refer your request to them for approval. Therefore we are unable to guarantee against delays on items other than Emergency Repairs.

I/We the tenant/s have read and understood all the conditions of this Maintenance Request Form.

Tenant Signature/s \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Received By: _____	Date Completed: _____
Owner Contact & Instructions Given: _____	
Tradesman Employed: _____	W/Order #: _____