



**Excellence**  
**MARKETING**  
RESIDENTIAL & COMMERCIAL LETTING

## Maintenance Feedback Form

### Tenant Information

Full Name: \_\_\_\_\_  
Complex Name: \_\_\_\_\_  
Unit Number? \_\_\_\_\_  
Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_  
Date Moved In: \_\_\_\_\_  
Completion date \_\_\_\_\_

### List of Outstanding Work

Is this a new or old problem that is being reported?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
To whom has the problem been reported to initially and when?		Date:		
Was regular follow ups made after that? (the above)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If not, how many times has this been reported?				
Was the problem there when you moved in?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

### Detailed Information of Work Reported

Please list the details of the outstanding work below in bullet form. We would kindly appreciate if you could please attach photos of the problem to an email so that we can speed up the process in repairing any faults mentioned. When emailing this document, please include in the subject box the Unit Name and Number. Please also be noted that at no times is it permitted and recommended to leave keys at the security.

### Signature of Prospective Tenant

I acknowledge and take receipt that the above mentioned is a true reflection of the facts stated.  
Please send all signed forms to the Principal herself, Matilda van Schalkwyk:  
[matildavs@iafrica.com](mailto:matildavs@iafrica.com)

Signature

Date

