

## REPAIRS & MAINTENANCE

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Tenants Name: \_\_\_\_\_

Contact Details: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Details of repairs / maintenance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the above problem relates to a hot water service or stove/oven is the appliance gas or electric?

\_\_\_\_\_

When did you become aware of the problem? \_\_\_\_\_

### Access details for tradespeople:

Can the tradesperson contact you on the above numbers? Yes or No

If you will not be home can the tradesperson use the office key? Yes or No

Signature: \_\_\_\_\_

#### OFFICE USE:

Landlord name: \_\_\_\_\_

Instructions for repair: \_\_\_\_\_

Tradesperson to use: \_\_\_\_\_

Tradesman contacted: Yes/No Sheet sent: \_\_\_\_\_