



Maintenance Report Form

Property Address: _____

Tenant Name: _____

Tenant Contact Details: _____

Please advise best Form of Access: ie contact number/use spare key:

Description of Maintenance:

Please give as much detail as possible ie description of problem ie a/c leaking – does it look new like it could be under warranty – what's the brand?.....toilet running – which room? Stove not working- is it gas/electric?

Please note: We do try to keep you informed of the process once you have reported it but should you not hear from a tradesman within a week (for non urgent issues) please send us a quick email for an update. There are several points of contact between parties and occasionally things fall behind.... We appreciate your patience and will endeavour to get things done as soon as possible. Thank you.

Date Reported:

Signature of Tenant:

Office Use Only:

Landlord Informed:

Tradesman organised:

Job completed:

Invoice Received: