

# MAINTENANCE ADVICE



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

Tenant/s Name: \_\_\_\_\_

Contact Phone #'s: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you give permission for our regular Tradespeople to use a key? Yes / No

## Repair/Request for Maintenance

(Please be **specific** and include Make & Model, where the repair relates to an appliance)

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

Is the repair likely to cause harm/injury to a person? Yes / No  
Would you consider the repair to be Urgent? Yes / No  
Has this been a previous problem at the property? Yes / No

Office Use Only:

Landlord: \_\_\_\_\_ Contacted by: EMAIL / POST / PHONE

Date: \_\_\_\_\_ Instructed to REPAIR or QUOTE: \_\_\_\_\_

Tradesperson: \_\_\_\_\_ Date Sent Order: \_\_\_\_\_

Comments: \_\_\_\_\_