

ROUTINE

TENANT MAINTENANCE REQUEST FORM

TENANT INSTRUCTIONS

All general maintenance must be reported to our office in writing. In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.

IN THE EVENT OF AN EMERGENCY CONTACT OUR OFFICE IMMEDIATELY.

Once we have received the request, either our office or a tradesperson will contact you

Date: _____

Time: _____

Address: _____

Concern: _____

ACCESS DETAILS

Tenant Name(s): _____

Phone Home: _____ Work: _____ Mobile: _____

Access to property: Take office key Tenant will be home Call Tenant to arrange

Tenant preferred time and date: _____

I/We the tenant/s, upon submitting this form, consent to the passing of my/our name and contact details onto tradespeople/contractors for the sole purpose of gaining access to the property in order to complete any required maintenance and or quotes as per the instructions from the Landlord. I/We (please *select* one)

to trades people/contractors gaining entry to the property by using keys supplies by the office only after I/We have been notified of a date and entry time. Alternative arrangements via appointments during business hours can be otherwise arranged with the tradesperson direct. I/We understand that the tradespeople and your agency are bound by the Information Privacy Act 2009 and acknowledge that a privacy policy will be supplied upon request.

Signed _____

If the repair relates to any of the following appliances, please list the make and/or model details:

Stove _____

Washing Machine _____

Oven _____

Microwave _____

Dryer _____

Fridge _____

Dishwasher _____

Air Conditioning _____

Hot Water Service _____

Gas Electric

Top tips for inspections

- Make sure the property or room is clean and tidy, e.g. do a general tidy, make beds and put away items in cupboards
- Do a routine clean of all main items including:
 - dusting
 - sweeping/vacuuming/mop
 - ping cleaning kitchen surfaces
 - oven, grill, cooktop,
 - rangehood bathroom, toilet, shower
 - sweep outdoor areas
- Remove mould from surfaces (bleach cleaner and clove oil can help)
- Clean any marks from walls, kitchen units or other surfaces
- Mow grass, edge and weed, and dispose of any garden rubbish
- If you have a pool, make sure leaves or other debris are cleaned out