

MAINTENANCE REQUEST FORM FURNISHED ACCOMODATION

I/We are fully aware;

- 1) Tenants will be charged the full cost of service/repairs/cleaning should the tradespeople or office find that cause of the problems are due to tenant's negligence or damaged by tenants.
- 2) All maintenance requests must be put in writing or emailed to your respective property manager.
- 3) The Agency is to be notified for jobs not attended after 5 working days.
- 4) Please understand that maintenance actions can only be carried out when:
 - Full information and clear details are provided by tenants
 - Lessor has given approval to proceed with the maintenance
 - Availability of tradespeople

Please tick the appropriate box and briefly explain in the space provided in the end of the form. Insufficient information will cause a delay in the maintenance process.

Date of submission:	
Tenant's Name :	
Property Address (Rm no):	
Contact numbers:	
Email:	

Do you give us permission to allow tradespeople/property managers access to your property to carry out maintenance if you are not home? [] Yes [] No

KITCHEN

- ☐ Microwave carousel not spinning ☐ Microwave no lighting * Microwave model: _____
- ☐ Oven no lighting/not working ☐ Oven cannot be switched off * Oven model: _____
- ☐ Fridge not cold ☐ Freezer not working * Fridge model: _____
- Reset the fridge (switch off for 5 minutes, then switch on, make sure doors are properly closed)*
- ☐ Fridge leaking. *Indicate position of leakage* _____
- ☐ Stove cannot ignite fire ☐ Electricity spark * Stove model: _____
- ☐ Light not working *(If light fuses, it is Tenant's responsibility to replace the globe at your cost)*
- ☐ Smoke alarm not working/keeps beeping *(possibly needs new batteries, it is Tenant's obligation to replace batteries)*
- ☐ Sink/Taps leaking *Water: flowing or dripping? (Please circle one)*
- ☐ Waste/drainage clogged
- ☐ Other

LAUNDRY

- ☐ w/machine not spinning ☐ w/machine not draining water ☐ w/machine leaking ☐ Hose leaking
- * Washing machine model: _____ ☐ Waste/Drainage clogged
- ☐ Dryer not working (*Tenant must clean the filter*) * Dryer model: _____
- ☐ Vacuum cleaner not working (*Vacuum bag must be emptied*) * Vacuum cleaner model: _____
- ☐ Light not working (*If light fuses, it is Tenant's responsibility to replace the globe at your cost*)
- ☐ Other _____

BATHROOM (Location: _____) ENSUITE (Room: _____)

- ☐ Waste/Drainage clogged ☐ Exhaust fan not working
- ☐ Light not working (*If light fuses, it is Tenant's responsibility to replace the globe at your cost*)
- ☐ Tap/shower handle broken - *Flick mixer or Turn knob (Please circle one)*
- ☐ Tap/shower leaking - *Flick mixer or Turn knob (Please circle one)*
- ☐ Other _____

BEDROOM NO. _____ (_____)

- ☐ Chair broken ☐ Study desk broken ☐ Cupboard/Drawer broken ☐ Door lock broken
- ☐ Bed frame broken, size: *Single / Double / Queen (circle one)*
- ☐ Electricity point not working
- ☐ Light not working (*If light fuses, it is Tenant's responsibility to replace the globe at your cost*)
- ☐ Other _____

HOT WATER SYSTEM

- ☐ No hot water (*Try igniting pilot gas flame, follow the instruction carefully*)
- ☐ Gas pipe leaking
- ☐ Other _____

AIR CONDITIONER/ VENTS

- * Model: _____
- * Location: Room no. ____ or lounge (*circle one*)
- ☐ Vents/aircond cover coming off ☐ Not blowing cool air ☐ Not working/not blowing
- ☐ Other _____

TV & DVD

- * TV model: _____
- * DVD player model: _____
- ☐ TV not working. ☐ TV produces unclear/blurred image ☐ DVD player not working

OTHER

This part **MUST** be completed;

1. How long the issue has been ongoing?

2. How the problem occurred?

3. Which room in the house?

The more specific information you give, the quicker for us to arrange a proper maintenance action. Write below:

OFFICE USE ONLY

Date received: _____

Received by: _____

Owner Approval: Phone Email Fax Meeting

Date: _____

Tradesperson employed:

Date: _____

Tenant contacted: Phone Email Fax Meeting

Date: _____

Property Manager signature: _____

Date of Completion: _____