



120 Findon Road, WOODVILLE SA 5011  
PH:(08) 8268 3288 FAX:(08) 8347 1772

### Maintenance Report Form

Date ...../...../..... Tenant Name: .....

Property Address .....

Contact MB: ..... W: .....

HM: ..... Email: .....

**MAINTENANCE DETAILS**

Please describe the repair needed including all details in what room, etc.

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....

**ACCESS DURING BUSINESS HOURS**

Please Tick One Box Below

- Access With Key - I/We give permission for the tradesperson/s to access the property with an office master key, if we are not home.
- Person To Contact Me – Please get a Tradesperson/ Landlord or Property Manager to contact me.

Please Note – If you request the tradesperson to come after hours, and an after hours rate is charged by the tradesperson, we will then forward this extra rate (amount above the normal day rate) in a tax invoice to the tenant, for payment within 14 days.

### Please Ensure All Details Have Been Completed

Signed.....

Tenant Name(s) ..... Dated ...../...../.....

Office Use Only – Work Order Generated – Date ...../...../.....