

Please indicate & sign below, with each maintenance request, whether your smoke detectors are working.



Ham Kerr Property

230 Whitehorse Road
BALWYN VIC 3103
Fax: 9830 0983
mail@hamkerrproperty.com.au

TENANT MAINTENANCE/REPAIR REQUEST FORM

Property Address: _____ Date: _____

Request Made By: (name) _____

Property Access Arrangements -

Ham Kerr Property Holds Keys For Access

Tenant Home To Allow Access

Tenant Contact No's: Home _____ Work _____ Mobile _____

Details Of Maintenance Required (*Please Be Specific*) -

As Below

As Attached

Item (Make/Model/Type) : _____ Date of Occurrence: _____

Room/Location: _____ Cause: _____

Problem: _____

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Room/Location: _____ Cause: _____

Problem: _____

Item (Make/Model/Type) : _____ Date of Occurrence: _____

Room/Location: _____ Cause: _____

Problem: _____

Note -

- ◆ Tradespeople require access to the property between 8.00am & 6:00pm Monday to Friday – After Hours service calls attract penalty rates that are the responsibility of the tenant.
- ◆ Except For Urgent Electrical/Water/Gas/Plumbing Repairs, Contractors for non-urgent repairs are only engaged upon instructions from your landlord.

If this form has been sent to you preceding a routine inspection it will be collected from your kitchen bench by a Property Manager at the inspection. Please complete & sign this form, whether or not there is any maintenance required

As the tenant (*Insert your name*).....

I/ we confirm that the smoke detectors are: Working **OR** Not working

Signed.....Dated.....

Office Use Only

L/L notified:

L/L reply received:

L/L Instructions: