

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: \_\_\_\_\_

Item (Make/Model/Type) : \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

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: