

MAINTENANCE REPORT FORM:



Real Estate

Elders Real Estate Blacktown

Shop 3, 1 Aldgate Street,

Prospect NSW 2148

p 02 9631 8222 f 02 9636 6919

e rentals@eldersblacktown.com.au

w eldersblacktown.com.au

Tenant Name _____

Contact _____

Property Address: _____

Email: _____

Please describe below the repair clearly and in detail - what room, when it started to occur etc.

In an attempt to avoid us missing anything at the inspection, we ask that you answer the following questions by choosing YES or NO. Turn over this page to write further information if YES is ticked for the following items.

Are there any leaks or leaking taps throughout the home? (kitchen / bathroom vanity / shower / laundry / garden tap etc.)	YES	NO
Are there any leaks from your hot water system?	YES	NO
Are there any signs of mould throughout the home?	YES	NO
Are there any leaks or stains you've noticed on the ceiling anywhere?	YES	NO
Are there any issues with the oven/stove or range hood?	YES	NO

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

STOVE: _____ (GAS/ELECTRIC)

AIR CON: _____ (DUCTED/SPLIT SYSTEM)

OVEN: _____ (GAS/ELECTRIC)

HOT WATER SYSTEM: _____ (GAS/ELECTRIC)

DISHWASHER: _____

ACCESS DURING BUSINESS HOURS:

Please Tick One Box Below:

Access with Key- we give permission for the tradesperson to access the property with an office key if we are not home.

Tradesperson to Contact Me- Please have trades person contact me for access **During Business Hours** (Please Ensure we have ALL your contact details above).

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

Tenant Sign

Dated...../...../.....

Thank you for your cooperation! We appreciate your help with everything!