

**MAINTENANCE REPORT**

NAME ..... DATE .....

ADDRESS .....

HOME PHONE ..... WORK PHONE .....

MOBILE PHONE ..... EMAIL .....

ITEM WHICH NEEDS TO BE REPAIRED?  
(e.g. Electric Stove)

SPECIFY EXACTLY WHAT IS WRONG  
(e.g. Front left hot plate doesn't work)

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WHEN DID THIS MAINTENANCE ISSUE FIRST OCCUR?

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CAN WE GIVE YOUR PHONE NUMBER TO THE TRADESPERSON TO GAIN ACCESS?

YES

NO

CAN WE LET TRADESMEN INTO YOU PROPERTY

YES

NO

(PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE MAINTENANCE PROBLEM TO ENSURE A TIMELY RESPONSE)

**THANK YOU**