

# MAINTENANCE REQUEST FORM

DATE: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

TYPE OF REPAIR:      Electrical:       Gas:       General Maintenance:   
 REPAIRS REQUIRED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TENANT SIGNATURE: \_\_\_\_\_

ACCESS FOR TRADESPERSON:    Use the Agency's key       Call to arrange access

**THIS FORM MAY BE EITHER:**

1. Lodged in person at Holdsworth Real Estate
2. Faxed to 08 9344 1275
3. Emailed to your Property Manager:    Karen Gravenall    [karen@holdsworth.com.au](mailto:karen@holdsworth.com.au)  
 or [pmgt1@holdsworth.com.au](mailto:pmgt1@holdsworth.com.au)

OFFICE USE ONLY:	DATE RECEIVED _____	TIME _____	AM/PM
RECEIVED BY _____	JOB GIVEN TO _____		

**ROUTINE INSPECTION CHECK LIST**

We provide this check list to help you present the property in a clean and tidy condition. If the property is not presented properly, then a breach of agreement will be issued and a re-inspection required. Please note that any maintenance of areas of concern will be photographed for the owner.

**Outside** Lawns to be mowed and edged, garden beds tidy and weed free, shrubs pruned if needed. All outdoor flooring, concrete and paving to be swept and free of oil stains and weeds. Cobwebs to be removed from eaves, cornices and external fittings. All garden rubbish, animal droppings and general refuse to be removed from the property.

**Inside** Carpets to be vacuumed, all hard floors and skirting boards cleaned. Bathroom floor, vanity, basin, bath, shower screens and mirrors to be cleaned. Toilet(s), including seat, cistern pedestal to be cleaned. Window sills, tracks to be cleaned and grease free. All exhaust fans throughout house to be cleaned. Kitchen and laundry benchtops, cupboard doors, sinks to be cleaned and gutter free. Light fittings and ceiling fans dusted, cobwebs removed from ceiling, walls, corners and fixtures. Marks removed from walls, doors, light switches, wall tiles cleaned.

