**Maintenance Form**

ADDRESS: NAME: PHONE: EMAIL: MAINTENANCE REQUEST (PLEASE BE SPECIFIC WITH DESCRIPTION)

Is this problem an emergency? YES / NO (SEE OVER)

Has a similar problem occurred before? Have you made any attempt to rectify? YES / NO

If yes, please give details: If this is a stove, oven or hot water system, is it? GAS / ELECTRIC

What Brand?

If it is a hot water system problem, have you topped it up?

PLEASE NOTE: If a maintenance contractor is called and the problem is found to be a usage problem or one of your appliances is faulty, YOU WILL BE RESPONSIBLE FOR THE SERVICE CHARGE (PLEASE ASK US)

1. We have permission to disclose your personal information being contact numbers to relevant trades- people employed to carry out maintenance at the property.
2. If a maintenance contractor is unable to contact you, it is mutually agreed between all parties that they may gain access by using the management set of keys.
3. We do our best to rectify your requests as quickly as possible however we have only limited authority from our landlords and may need to refer your request to them for approval. Therefore we are unable to

guarantee against delays on items other than emergency repairs.

1. The Tradesman may be required by the owner to look at any maintenance issues relating to their specific trade whilst at the property, doing the maintenance already requested by you.

Tenants Signature Date