

Harcourts VennMillar

Tenant Request for Maintenance & Repairs

It is a policy of our office that all repairs or maintenance requests must be in writing and posted or faxed to our office as soon as possible (we only accept emergency repairs by phone). Unfortunately normal maintenance **CANNOT** be reported by phone and must be in writing.

Harcourts Venn Millar
414 Goodwood Road
CUMBERLAND PARK SA 5041

Facsimile: 8277 8365

Tenant Name: _____

Property Address: _____

Contact Details:

Mobile: _____ Work: _____ Home: _____

E-mail: _____

Nature of Problem

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

Stove	Washina Machine
Oven	Fridae
Cooktop	Drver
Dish Washer	Air Conditioner
Hot Water	Elec <input type="checkbox"/> Gas <input type="checkbox"/> Microwave

If this is an emergency, please phone your Property Manager immediately.

Tenant Signature: _____ **Date:** _____

ROUTINE INSPECTION CHECKLIST

To assist you with your inspection, please ensure that ALL fixtures and fittings belonging to the property are well maintained and clean PRIOR to your inspection. This includes (but not limited to):

- 1 Oven to be cleaned of all oil/food – inside and out**
- 2 Stove Top – as above**
- 3 Griller – inside and out as above**
- 4 Bath / shower / screens – remove all mould and soap scum from the ceilings, tiles as well as glass screens and shower heads. Toilet/s to be clean.**
- 5 Skirting boards – to be free of dirt/dust**
- 6 Light Fittings – to be free of dirt/dust**
- 7 Window sills – to be free of dirt/dust**
- 8 Windows to be cleaned**
- 9 Window dressings/curtains/blinds to be clean and dust free**
- 10 Ceilings including cornices – to be free of cobwebs**
- 11 Floors – to be cleaned – this includes entrances as well as veranda/entertainment areas**
- 12 Carpets – must be clean**
- 13 Gardens – to be mowed, edged and free of weeds and all debris.**