

MAINTENANCE REGISTER

Property Address: _____.

CONTACT DETAILS

Tenant Name: _____

Contact Numbers:

Home:		Work:	
Mobile:		Email:	

Important - If the repair is of an urgent nature or a safety issue the tradesperson/s may be required to access the premises using the office set of keys.

Do you approve the use of the office set keys? **Yes** **No**

Do you require prior notification when accessing property? **Yes** **No**

APPLIANCES	DETAILS
Type of appliance:	
Make & Model:	
Serial Number:	
Gas or Electrical:	

Problem:

How long has this problem existed?

Tenant Signature: _____

Date: _____