

# Maintenance Report Form



**Elders Real Estate**  
37 Murray Street  
Gawler 5118

rentals@eldersgawler.com.au  
P 8522 1988  
F 8523 0578

Date: ...../...../.....

Tenant Name: .....

Property Address: .....

Contact: MB) .....

HM) .....

Email .....

## MAINTENANCE DETAILS

Please describe the repair clearly, including appliance details, what room etc.

1.....

2.....

3.....

4.....

5.....

## ACCESS DURING BUSINESS HOURS

**Please Tick One Box Below**

**Access With Key-** we give permission for the tradesperson to access the property with an office key, if we are not home

**Tradesperson To Contact Me-** Please Get Them To Contact Me For Access During Business Hours (Please Ensure we have ALL your contact details above)

*Please Note, if you request the tradesperson to come after hours, and an after hours rate is charge to us by the tradesperson, we will forward this extra rate (amount above the normal day rate) in a tax invoice to the tenant, for payment within 14 days.*

**Please Ensure All Details Have Been Completed**

Signed .....

Tenant Name.....

Dated...../...../.....

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<b>Office Use Only</b>
<b>Repairs and Maintenance Checklist</b>

Task	Completed
• Owner advised	____/____/____
• Quotes requested if applicable	____/____/____
• Quotes received	____/____/____
• Approval to proceed received	Yes/No ____/____/____
• Work Order No.	
• Improvements added to initial inspection report and note added to "Agents Inspection Notes" to photograph.	____/____/____
• If owner is paying direct, work order marked as completed	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Property Manager's signature: \_\_\_\_\_