



Attainable Real Estate Pty Ltd  
ATF Attainable Real Estate Family Trust  
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RLA 257713 / ABN 83 417 369 524

## MAINTENANCE REPORT FORM

Date: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Details: Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_ Email: \_\_\_\_\_

### MAINTENANCE DETAILS

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

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### 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 have tradesman contact me for access during business hours. I agree to make access available to the tradesman at a time suitable to them.

#### **Please note:**

- If you request the tradesperson to attend after hours, the after hours rate charged to us by the tradesperson, will be forwarded in a tax invoice to the tenant, for payment within 14 days.
  - If you arrange a time with the tradesperson to attend to the repair and then fail to allow access or not keep the scheduled appointment a call out fee will be charged to the tenant with payment required within 14 days.
- We will need to contact the landlord to gain approval for work to be conducted.
- Except in case of extreme emergency, all maintenance requests must be received in writing.

Signed: \_\_\_\_\_

### OFFICE USE ONLY

Received By: \_\_\_\_\_ Approved by: \_\_\_\_\_

Date actioned: \_\_\_\_\_ Contact Details correct on system: \_\_\_\_\_