



Dear Tenants,

ROUTINE PROPERTY MAINTENANCE INSPECTION ADVICE

On behalf of the Lessor, our Agency will conduct Property Maintenance Inspections.

WHEN WE WILL INSPECT – [REFER TO ENCLOSED RTA Form 9 – ENTRY NOTICE](#)

We inspect every 3 – 4 months. Due to time restraints and schedules, it is difficult to rearrange the allocated time, however, in extreme circumstances, contact our office, to request a change of entry.

WHAT TENANTS NEED TO DO

You are welcome to attend the inspection, but it is not necessary as we use our Agency keys to access the Property and secure the Property on our departure.

Tenants to complete:

The table below lists areas checked to identify repairs and maintenance. If you are aware of any problem with any area listed, please indicate by ticking the box beside the applicable area and leave this form on the kitchen bench or table on the inspection date for our attention.

Interior	Exterior
<input type="checkbox"/> Floor Coverings	<input type="checkbox"/> Garage / carport
<input type="checkbox"/> Walls	<input type="checkbox"/> Gardens & lawns
<input type="checkbox"/> Doors	<input type="checkbox"/> Paintwork
<input type="checkbox"/> Ceiling fans, if applicable	<input type="checkbox"/> Guttering & downpipes
<input type="checkbox"/> Smoke alarms	<input type="checkbox"/> Steps – structure & paint
<input type="checkbox"/> Light fittings	<input type="checkbox"/> Balcony, verandah and / or deck
<input type="checkbox"/> Power points	<input type="checkbox"/> Stumps, if applicable
<input type="checkbox"/> Built in cupboards – shelving & rails	<input type="checkbox"/> Driveway, paths, courtyard
<input type="checkbox"/> Curtains / blinds	<input type="checkbox"/> Locks
<input type="checkbox"/> Whitegoods if included in tenancy	<input type="checkbox"/> Pool / spa, if applicable
<input type="checkbox"/> Fixtures eg. oven, hotplates	<input type="checkbox"/> Fencing
<input type="checkbox"/> Hot water system	<input type="checkbox"/> Taps
<input type="checkbox"/> Furniture, if included in tenancy	<input type="checkbox"/> Other:
<input type="checkbox"/> All wet areas – taps & pipes below sinks and basins	

MAINTENANCE REQUEST



PROPERTY ADDRESS

TENANT DETAILS

Name

I am

A Lease Holder

Approved occupant

CURRENT EMAIL ADDRESS

PREFERRED CONTACT METHOD

Home phone

Work Phone

Mobile number

Email address

Home phone number

Work phone number

Mobile number

Email address

TYPE OF REPAIR OR MAINTENANCE

- I/We have referred to the **Trouble Shooting Guide** in the Tenant Pack and have tried to resolve issue if safe and practical to do so.
- URGENT** – Emergency! If the Property or Person is in danger of damage or injury, call 000.
PLEASE PHONE OUR AGENCY IMMEDIATELY
- NOT URGENT** – ie Not an emergency. NB: Please be aware our Agency is to refer to the Landlord for instructions regarding the item/s and will advise the Tenant of the outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE *Please be as specific as possible and attach photos or extra page if required.*

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- I / We have attached photos taken to help describe the repair request.

COMPLETE IF APPLICABLE

Hot Water Gas Electric
Model #

Stove Gas Electric
Model #

Oven Gas Electric
Model #

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry
- Tenant/s to be present. Tradesperson is to call Tenant to arrange time. * Please be aware that if the Tenant arranges a time with the Contractor but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

TENANT SIGNATURE

Name	Signature	Date