

All non-urgent maintenance must be in writing as per Consumer Affairs renting guide for tenants & landlords, page 15. A copy of the guide was given to you at the commencement of your tenancy. A blank copy of this report may be downloaded from www.westwoodfn.com.au under renting.

If an appliance needs attention please tick		
<input type="checkbox"/> HEATING	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
<input type="checkbox"/> HOT PLATES	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
<input type="checkbox"/> OVEN	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
<input type="checkbox"/> HOT WATER SERVICE	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
<input type="checkbox"/> AIR CONDITIONING	<input type="checkbox"/> Evaporative	<input type="checkbox"/> Refrigerated

RENTAL ADDRESS:

ITEM NEEDING ATTENTION *(no more than 2 items per form, although we prefer separate report for each item)*

WHATS GOING WRONG?

URGENT MAINTENANCE SHOULD BE CALLED THROUGH TO 03 9742 5555 IMMEDIATELY AND THIS REPORT SHOULD BE COMPLETED AND SUBMITTED WITHIN 24 HOURS

Is there an attachment to this report? YES NO

Has this matter been reported by phone or email in the past week? YES NO

First National Westwood will collect data from this form to provide information and service to clients in accordance with our Privacy Policy, a copy of which is available on request. I acknowledge that relevant information will be passed on to those parties with an interest in this transaction.

Name of Tenant making this report: _____

Daytime contact number: _____

Mobile number: _____

Tenants signature: _____

Received by First National Westwood

BY _____ **ON** _____

OFFICE USE ONLY:

3a		<input type="checkbox"/> Advise Landlord <input type="checkbox"/> Log call on Multi-Array
3b		<input type="checkbox"/> Create Multi-Array work order and attach – File in “Current Work Orders” <input type="checkbox"/> Trades person..... <input type="checkbox"/> Work Order Number.....
3c		<input type="checkbox"/> Advise Tenant: <input type="checkbox"/> Tradesperson Name & Mobile phone: <input type="checkbox"/> Approximate Day & Time of attendance: <input type="checkbox"/> Log call on Multi-Array
3d		<input type="checkbox"/> Log task: Tenant & Tradesperson follow up - weekly until completed
3e		<input type="checkbox"/> Job Completed & awaiting Tradesperson Tax Invoice – File in A-Z.
3f		<input type="checkbox"/> Tradesperson Tax Invoice received <input type="checkbox"/> Post Invoice via Multi-array work order <input type="checkbox"/> File in Property Accounts (beige) Tenant maintenance report, work order & photocopy of Tax Invoice <input type="checkbox"/> Attach original Tax Invoice to Landlord Statement showing debit
4		<input type="checkbox"/> Monthly “Outstanding Work Orders” P273 report <input type="checkbox"/> Check against completed work orders in A-Z.
5		<input type="checkbox"/> Allow maximum of 2 weeks for Tradesperson to provide Tax Invoice <input type="checkbox"/> Send SMS reminder