**Maintenance Advice Form**

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

**Tenant/s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone/Home**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To help us with our inspection please answer the following questions and indicate if there is maintenance required or problems we need to know about:** (please circle yes or no)

1. Are there any leaks under the kitchen, laundry or bathroom sinks? Yes / No

2. Are there any taps that are leaking or dripping? Yes / No

3. Are there any leaks from your hot water system? Yes / No

4. Are there any leaks from your toilet/s into the cistern or from behind? Yes / No

5. Are there any leaks from the ceiling? Yes / No

6. Have there been any water marks that have appeared on the ceiling/wall? Yes / No

7. Are there any lights or power points not working? Yes / No

8. Are there any faults with the oven, grills, cook-top or range-hood? Yes / No

9. Are there any locks on doors not working properly? Yes / No

10. Are there any steps, railings or balconies not secure? Yes / No

11. Are there any tiles that are loose in the bathroom or floors? Yes / No

12. Are all the fences and gates not secure or have wood rot? Yes / No

13. Are there any tear or ripples in the carpet or vinyl floor covering? Yes / No

14. Have you seen any cockroaches/spiders/silverfish/ants in the house/property Yes / No

15. Have there been any changes to the occupancy? Yes / No

16. Do you give permission for us to take photos at inspection? Yes / No

17. Do you have any pets (Dog or Cat)? Yes / No

**If you have any pets, please advise if they are dangerous and what breed:**

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**If you have answered YES to any of the above, please list the problems/concerns below:**

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**Do you have any other problems/concerns that are not listed above? Please list below:**

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**Tenant/s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Could you please return this form to our office (**74 Handford Road, Zillmere**) as soon as possible to enable a prompt response or send via post to **Umpi Korumba , PO Box 269, Zillmere QLD 4034**.

or

**Fax** - (07) 3865 7662.

**Scan to email** – umpi@tpg.com.au