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| **Maintenance Report** SA Property Management **107A Main South Road, O’HALLORAN HILL SA 5158** Phone (08) 8321 9002 Fax (08) 8387 2122 |
| Tenant Details  Name:…………………………………. Phone: …………………………………Home  …………………………………. …………………………………Mobile  ………………………………… Work  Address:……………………………………………………………………………………  ……………………………………………………………………………………. |
| Maintenance: …………………………………………………………………………………………….  ……………………………………………………………………………………………………………..  ………………………………………………………………………………………………………….....  ……………………………………………………………………………………………………….……  ……………………………………………………………………………………………………….……  ……………………………………………………………………………………………………….……...  **PLEASE NOTE WHEN YOU ARRANGE A TIME WITH THE MAINTENANCE COMPANY TO BE HOME AND IN ATTENDANCE PLEASE MAKE SURE YOU ARE.**  **OTHERWISE YOU WILL BE CHARGED FOR A CALL OUT FEE AT YOUR COST.** |
| Landlord Contacted:.....................................................................................................................  Tradesman: ………………………………………………Ph / Fax ……………………………………  Go Ahead / Quote First  Maximum work Limit $…………….. please advise if job to exceed this amount before commencing work.  Notes: ……………………………………………………………………………………………………..  ………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………  Job Checked : ……………………………………………………………………………………………. |