

Repair Advice Form

Your Housing Manager will organise maintenance resulting from “fair wear and tear”. Other repairs to your home of which your household or guests were responsible for creating may be carried out by contractors but you will be required to pay for these repairs.

In order for a repair to be attended to, please complete this repair advice and fax, post or deliver to your Housing Manager. The more detail you provide the quicker your housing manager can determine what action is required. BHC, the Housing Manager and/or a Tradesperson will be in contact with you to determine a time for the maintenance to take place.

Please note that if you request repairs to your property and it is determined by BHC that there was nothing requiring maintenance then you may be requested to pay any contracted agents call out fees.

Date:

Name:

Address:

Phone:

Email:

What type of repair is required (please provide full details and supply photos where possible)

Please tick if there is an issue with any of the following:

Stove

Oven

Hot Water System

Gas Electric

Gas Electric

Gas Electric

I/We hereby authorise a trade person / Housing Manager / BHC representative to enter the property with the keys in order to inspect the repair and/or carry out the repair.

Tenant's Signature:

Date:

Either enter digital signature or print/sign/scan