HAVELOCK HOUSING ASSOCIATION INC.

Creating Positive Links Within the Community

Request for repair and maintenance

Name……...

Address/unit number……..

Telephone/ Mobile number……

Maintenance required ……

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Access for repairs is between 9am – 5pm Monday to Friday, the tradesperson will endeavor to contact you on the intercom, if you are unavailable we will issue keys to allow access.

Cause of damage

☐ **Normal fair wear and tear** ☐ **General Damage**

☐ **Tenant damage (Name) ……**

☐ **Other (Please specify) ……**

Signature ……. **Date of request ……..**

Office use only

Work Ordered ……..

Action taken:

☐ Undertaken as part of cyclical maintenance

☐ Work to be carried out