

Maintenance Issue Report Form

Personal Details

- Full Name:
- Email Address:
- Contact Number:
- Property Address:

Issue Details

- Date Issue Noticed: __ / __ / ____
- Room/Area Affected:
- Description of the Issue:

Urgency Level:

- High (e.g. water leak, broken lock, no heating)
- Medium (e.g. faulty appliance, minor leak)
- Low (e.g. cosmetic damage)

Photos/Attachments

- [Insert space to attach or paste photo evidence]

Action Taken So Far

- Date Reported to Landlord/Agent: __ / __ / ____
- Method of Contact:
 - Email
 - Phone
 - In-person
 - Maintenance portal
- Response Received (if any):