

48 Hest Bank Lane  
Lancaster  
LA2 6BS

Appendix 3

Maintenance Request Form

*Please complete all questions on this form. Thank you.*

Occupant's name: .....

Address of house requiring maintenance.....

Contact person:..... Contact telephone number:.....

Nature of the fault: *(please be specific)*

How did the fault/damage/accident occur *(please be specific)*:

.....  
.....  
.....

Who is Reporting This Fault? ..... Position:.....

Date Reported:.....

Has this particular fault already been reported? YES/NO

If so, by whom?..... Date .....

What was the job number given.....

*(Please note: All reported faults trigger a Call Out. A repeated Call Out to a job currently being dealt with will result in additional 'Call Out' charges being made.)*

**I understand that reporting this fault will trigger a Call Out.**

**If I overstate/misrepresent/ report a new fault that is already scheduled within the system (a fault that is already/ has already been dealt with), tenants may be charged for additional unnecessary Call Outs.**

**Please sign..... Date: / /**

Below: For Castle Housing- Office Use Only:

Job Number: \_\_\_\_\_

Method of Receipt

Date & Time (am/pm) form received: / /

Signed

