

Maintenance Request Log

Record the date something was reported as well as the date it was fixed, which is the pair of dates that actually matters.

What was reported, when, who was sent, and when it was actually finished.

LOG IT THE DAY IT IS REPORTED

The date reported and the date completed are the two that matter. A repair log that only records what was done, and not when it was asked for, answers the wrong question. This is a record sheet, not a legal document and not legal advice. What a tenancy requires — notice periods, deposit protection, the certificates that must be held and how long records must be kept — depends entirely on where the property is. Establish those locally and keep this alongside them.

Property

Tenant

Year

Sheet

Reported	Reported by	What was reported	Urgency	Passed to	Attended	Completed	Cost	Tenant satisfied

Anything still outstanding

Reviewed on