Government of Western Australia
Department of Communities
Housing

Remote AHS Maintenance Reporting Form

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DO NOT USE THIS FORM TO REPORT URGENT MAINTENANCE.

URGENT maintenance includes issues related to electrical safety devices (smoke alarms and RCDs), plumbing blockages, gas or water leaks, property security and no access to hot water or electricity.

☎ **Call 1300 137 677 (*then press* 8).**

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Use this form to REQUEST ROUTINE MAINTENANCE or REPORT COMPLETED MAINTENANCE.

OFFICER DETAILS

Name: _____   Role: _____

Organisation: _____   Email: _____

Phone: _____   Date: _____

TENANT DETAILS

Name: _____   Phone: _____

Address: _____   Community: _____

Region: _____

REQUESTING ROUTINE MAINTENANCE

Detailed information (including photographs if possible) must be provided, including the location and nature of the repair, suspected cause, measurements, colours and quantity of materials required.

Example: EH representatives attended House 3 Jigalong Community on 20 October 2018. The property is without a front barrier screen door (black). The existing door is damaged beyond repair. Photos attached. The tenant Mr John Doe advises that a visitor damaged the door.

REPORTING COMPLETED MAINTENANCE or REQUESTING REIMBURSEMENT

Detailed information (including photographs if possible) must be provided, including the location and nature of the repair.

Example: EH representatives attended House 3 Jigalong Community on 20 October 2018 to find that an "S" trap under the sink had been damaged. Fair wear and tear. "S" trap was replaced. Photos attached.

To be reimbursed for the cost of consumables, the following must also be submitted with this form.

1. Tax Invoice (containing the following information).
   a. Property Address (House/Lot Number, Street Name).
   b. Community Name.
   c. Itemised consumables.
2. Supporting documentation, eg. warranty documents.

Item 1	**REQUESTING ROUTINE MAINTENANCE** ☐	**REPORTING COMPLETED MAINTENANCE** ☐
Description		
Evidence:	Clear photographs have been supplied Yes	No

Item 2	REQUESTING ROUTINE MAINTENANCE ☐	REPORTING COMPLETED MAINTENANCE ☐
Description		
Evidence:	Clear photographs have been supplied	Yes No

Item 3	REQUESTING ROUTINE MAINTENANCE ☐	REPORTING COMPLETED MAINTENANCE ☒
Description		
Evidence:	Clear photographs have been supplied	Yes No

Item 4	REQUESTING ROUTINE MAINTENANCE ☐	REPORTING COMPLETED MAINTENANCE ☐
Description		
Evidence:	Clear photographs have been supplied	Yes No

Item 5	REQUESTING ROUTINE MAINTENANCE ☐	REPORTING COMPLETED MAINTENANCE ☐
Description		
Evidence:	Clear photographs have been supplied	Yes No

CLICK   TO SUBMIT THIS FORM.
OR
SCAN AND EMAIL TO Remote.AHS.Maintenance@communities.wa.gov.au

REMOTE AHS MAINTENANCE
Officer: _____
SRQ ☐ Ref: _____
PMR ☐ Ref: _____

Phone: _____
Date Received: _____
HPE CM: _____
Property Ref: _____

For further information, visit the Department of Communities website.