**HFC TENANT**

**REPAIR REQUEST**

DO NOT RELY ON TELEPHONE CALLS, CONVERSATIONS OR EMAILS TO REPORT REPAIRS.

**YOU MUST ALWAYS COMPLETE THIS FORM AND HAND IT TO A REPAIRS OFFICER A.S.A.P.**

**REPAIRS Melanie Powell** Maintenance Co ordinator **07837 141331 (Flat 412)**

**Fiona Forster** 07775634369 **(Flat 302) Hannah Berry** Lighting and bathroom bulbs ONLY **(Flat 406)**

**Lee Fullwood** Gates/Intercom ONLY **(Flat 103) Roufy** 07375 369920 **(lives off site)**

NAME/S OF TENANT…………….………….…………………………………….FLAT No ………

ACCESS DETAILS (Please give morning or afternoon dates when we can gain access):

DATE(S)………………………………………...............................................................(AM 8-12 or PM 1-5)

CONTACT NAME (for keys)………………………………………………………FLAT No if different: ………

HOME TEL………………………………………….……MOBILE……………………..………………………….

REPAIR OR PROBLEM DETAILS (please be as specific as possible)

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NAME (Who did you report repair to)……………………….………DATE………….

ARE YOU REPORTING AN EMERGENCY REPAIR? YES / NO

**AN EMERGENCY REPAIR IS ANYTHING THAT IS LIKELY TO CAUSE INJURY, AFFECT YOUR HEALTH OR DAMAGE PROPERTY. ALWAYS WARN NEIGHBOURS.**

EMERGENCY REPAIRS:-

**GAS LEAKS** turn off supply - ring Nation Gas Emergency hotline and they will contact **Cadentgas** 0800 111 999 ventilate property & do not smoke!

**WATER PIPE BURSTS** turn off at **stop taps**. Please check you know where the tap is located.

**ELECTRICAL WIRING** etc – switch off at mains fuse box do not touch electrical switches. Contact ANY repairs officer immediately - Stay in or near property if safe to do so to ensure access.

**BOILERS** you can call Didsbury Plumbing and Heating on 0161 434 9455 Emergency only 07912 206490.

Tenants can call **Didsbury 0161 434 9455 for BASIC PLUMBING REPAIRS**. This has a **limit of £100**. In addition please complete repair form and hand in 'for information' to repair officers. **Any repair above £100 cannot proceed without authorisation by maintenance**

***Note:*** *If you prefer to submit your request electronically, please complete this form from HFC website and return to* maintenance@homesforchange.co.uk