**HFC Tenant Repair Form**

*Only 1 repair or problem per form please*

YOU MUST ALWAYS COMPLETE THIS FORM AND HAND IT TO A REPAIRS OFFICER, POST IT THROUGH THEIR DOOR OR EMAIL[maintenance@homesforchange.co.uk](mailto:maintenance@homesforchange.co.uk)

**Repair Officers**

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

**Lee** Gates/Intercom ONLY **(Flat 103), Loiuse (Flat 232), Kim (Flat 208), Kat+Sarah (Flat 101),**

**Simon B (Flat 213), Roufy** 07375 369920 **(lives off site)**

|  |  |
| --- | --- |
| **Tenant Name** | **Flat:** |
| **Access Details** | **Dates:**  **AM 8-12 or Pm 1-5** |
| **Contact for keys** | **Flat** |
| **Home Tel** | **Mobile** |

Repair/Problem

**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**

**UNSATISFIED OR PROBLEM UNRESOLVED**? e*mail* [maintenance@homesforchange.co.uk](mailto:maintenance@homesforchange.co.uk) or tell a repairs officer.