

REPAIR REPORTING PROCEDURE

Please complete this form and provide a copy to your tenant. Additionally, submit a copy to the Selective Licensing Team along with your licensing application.

Note: The designated contact for reporting repairs must reside within a 40-minute drive of the property.

Repair timescales

Emergency (e.g. gas leaks, severe water leaks, total loss of power or heating): **24 hours**

Urgent repair (e.g. leaking pipes, broken windows): **7 working days**

Non urgent repair (e.g., dripping taps, sticking doors): **28 working days**

Reporting Form

Tenant	
Name	
Address	
Town	
County	
Post Code	
Home Phone Number	
Work Phone Number	
Mobile Phone Number	
Landlord or Managing Agent	
Name	
Address	
Town	
County	
Post Code	
Home Phone Number	
Work/Office Phone Number	
Mobile Phone Number	
E Mail address	
Office Hours	
Out of Hours Phone Number	

Out of hours contact:

Bank holiday/ weekend contact:

Emergency contact – name and telephone number of who to contact if landlord/manager cannot be reached:

Please note:

Burnley Council's Licencing conditions require an inspection of the property by the landlord /managing agent within three to six months after the start of the Tenancy of the property and thereafter on an annual basis. However, the tenant should ensure that any repairs are reported promptly through the contact details provided.

If you suspect a fault or emergency with the following utilities, please use the direct contacts:

Gas:

Electricity:

Date complete form provided to tenant:_____