



Condition Forms

- 1) Print out the condition forms you require for your property.
e.g. If your property has one bathroom print out one bathroom form, if it has 2 bedrooms print out 2 bedroom forms. You must have a form for each room in the house
- 2) Please remember this is a condition form, not a maintenance request form, please log in any maintenance on the website as per the handbook using this link;
<http://www.bevanandco.com/taskreqn.php>
- 3) Fill out all the forms, making sure it is legible and detailed
- 4) Then return a copy of the forms to us ASAP, by post, email or fax.
(Please remember to keep a copy of these forms for you records)
- 5) We will then send you an email to confirm receipt if this does not happen within 24 hours of us receiving the form you must contact us.
- 6) If you do not return your condition forms to us we understand the property is perfect in every way. So at the end of the tenancy we will expect the property to be returned in this manner.
- 7) If you have any problems please ring us on 0113 2744430