

# Shared Ownership Repairs Reporting Form



## Customer Details

Name

Address

Contact number

Contact email

Date

Sign

## Repair Details

Please select the repair you are requesting to claim for below:

Electricity

Gas, heating and hot water

Water

Sanitation

Exterior and structure

Other

Please provide as much detail as possible of the repair issue below

Please confirm if a photo of the repair issue has been provided with this form?

Yes      No

Please confirm if you have requested this repair before?

Yes      No

## Repair Quote Details

Cost of the repair:

*If the price of the repair increases from the quote initially submitted and accepted, you must inform us as soon as possible.*

Please confirm if a copy of the quote has been provided with this form?

Yes      No

## Trustmark Approved Tradesperson Details

Please confirm the company you have received your quote from is Trustmark approved?

Yes      No *(we cannot reimburse any costs for repairs carried out by a company that is not Trustmark approved, please visit [www.trustmark.org.uk](http://www.trustmark.org.uk) for further info)*

Please provide details of the company carrying out the works.

Company name

Trustmark number

Contact number

Contact email

## Payment Details

Please confirm your preferred method of payment.

Bank account transfer

Credit to be allocated to your rent account

Bank name

Account name

Sort code

Account number

## Other supporting evidence

Please provide any further details you wish for us know