



Property Maintenance Service Checklist

Please select the relevant items that require attention. Submit the completed checklist to request a free site inspection and quote.

Property Information

Type of Property:

- ☐ Residential
- ☐ Commercial
- ☐ Body Corporate

Property Address:

Suburb: _____

Postcode: _____

Contact Name: _____

Phone: _____

Email: _____

Type of Property Maintenance

Type of Property:

- ☐ One-off/Casual
- ☐ Ongoing Service Agreement

Indoor Areas

Tick all that apply:

- ☐ General repairs (doors, hinges, locks)
- ☐ Lighting repairs or replacements
- ☐ Ceiling or wall patching/painting
- ☐ Leaking taps or plumbing repairs
- ☐ Mould or damp treatment
- ☐ Smoke alarm testing/installation
- ☐ Pest control coordination
- ☐ Air conditioning service/cleaning
- ☐ Flooring repairs (tiles, carpet, laminate)
- ☐ Kitchen maintenance (cabinetry, benchtops, appliances)
- ☐ Bathroom maintenance (vanity, taps, tiles, mirrors)
- ☐ Broken window/glass replacement
- ☐ Indoor rubbish removal

Other (please specify):

- ☐ _____
 - ☐ _____
-

Outdoor Areas

- ☐ Lawn mowing
- ☐ Hedge trimming
- ☐ Garden weeding and tidy-up
- ☐ Rubbish or green waste removal
- ☐ Tree pruning or removal
- ☐ Fence repair or replacement
- ☐ Gate servicing
- ☐ Pressure cleaning (driveways, walls)
- ☐ Decking repair or maintenance
- ☐ Outdoor lighting repairs
- ☐ Gutter cleaning or repairs
- ☐ Exterior painting or sealing
- ☐ Irrigation system repairs

Other (please specify):

- ☐ _____
 - ☐ _____
-

Public Shared Areas (if applicable)

- ☐ Stairwell lighting maintenance
- ☐ Lift lobby cleaning/repairs
- ☐ Hallway repairs (walls, flooring, lighting)
- ☐ Shared bin area cleaning
- ☐ Shared mailbox maintenance
- ☐ Common area garden upkeep
- ☐ Entryway repairs (doors, signage, intercoms)
- ☐ Cleaning of car parks or garages
- ☐ Handrail or balustrade repairs
- ☐ Safety signage maintenance
- ☐ Fire compliance checks

Other (please specify):

- ☐ _____
 - ☐ _____
-

High Traffic Areas

- ☐ Entryway repair and upkeep
- ☐ Walkway or path repairs
- ☐ Floor resurfacing or cleaning
- ☐ Signage maintenance
- ☐ Door and lock servicing
- ☐ Regular sanitising and cleaning
- ☐ Safety hazard assessment
- ☐ Paint touch-ups
- ☐ Security lighting checks

Other (please specify):

- ☐ _____
 - ☐ _____
-

Additional Comments or Notes:

Submit This Form

Once complete, please:

- Email with relevant accompanying photos if any to: enquiries@eximm.com
- OR complete and upload directly via our website form on the [Property Maintenance page](#), including any relevant photos of the property.

We'll be in touch within 1 business day to confirm your request or book a site visit.