

# Your Service Family Accommodation 14 Day Observation Form

<b>Property Address:</b>	
<b>Move In Date:</b>	

This form is a mechanism of recording any cosmetic issues that you may have identified within your home in the first 14 days of moving in, for example; burn marks, chips, etc.

On receipt the items identified will be recorded, this will ensure these non-functional defects will not be chargeable when you move out of the property.

NOTE: Functional faults will not be actioned if recorded on this form; functional faults are to be reported to the CarillionAmey Helpdesk, either via the online customer portal or by calling the EM Helpdesk on 0800 707 6000 (Option 3). If you have more than 10 repairs to report we would like to ask you to send these by e-mail to [NHPHelpdesk@carillionamey.co.uk](mailto:NHPHelpdesk@carillionamey.co.uk)

REF	ROOM	OBSERVATION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

<b>Occupant Name (Print):</b>	<b>Occupant Signature:</b>	
<b>Home Contact No:</b>	<b>Mobile Contact No:</b>	
<b>Work Contact No:</b>	<b>Date:</b>	
<b>Email:</b>		

**Please post to:** Occupancy Services, CarillionAmey, Unit 4, The Matchworks, Speke Road, Speke, Liverpool, L19 2PH