



Maintenance Request Form

Property: _____

Tenant: _____

Date: _____

Contact details:

Name: _____

*Relationship to tenant
(if not tenant):* _____

 Work: _____

 Home: _____

 Mobile: _____

Email: _____

Repairs and Maintenance requested:

(Please ensure you advise any Brand and model details)

How long has this condition existed?

Can our tradesperson enter if you are not there? Yes / No (circle one)

If not, what is your preferred day and time for repair? _____ at _____ am/pm

This form may be either:

- Lodged in person at **Access Property Management**
Suite 6, 83 Mill Point Rd South Perth
- Mailed to us at **PO Box 1119 South Perth 6951**
- Faxed to **08 9367 6020**
- Completed and submitted by email to info@accessproperty.com.au

Thank you for reporting this matter to our office. Someone will be in touch with you within one business day to advise what action will be taken