Tenant Maintenance Request Form

All general maintenance must be reported to our office in writing, in order for a repair to be attended to. Please complete this form and email it back to our office.

In the event of an emergency repair email AM Property Central and contact us immediately on 1300 850 119.

Once we have received your request, our office will contact you directly.

Date: / / Time:

Address: _____

_____

Maintenance Request: _____

_____

_____

Tenant Name: _____

Contact details: _____

_____

Access to property: ❑ Take office key ❑ Tenant will be home

Tenant authorises entry by tradesman: ❑ Yes

I hereby authorise AM Property Central and/or the tradesman to enter the property with the keys in order to carry out the repair or view to quote for repairs.

Signed: _____