AMITY
PROPERTY GROUP

Ground Floor, 1001 Nepean Hwy, Moorabbin VIC 3189
T (03) 9090 2500 F (03) 9090 2501
rentals@amity.com.au
www.amity.com.au

Office Use: Date / Time received: / / at _____am/pm

TENANT MAINTENANCE REQUEST FORM

TENANT INSTRUCTIONS

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 fax, post, email or deliver to our office.

In the event of an emergency repair, contact our office immediately!

Once we have received the request, either our office or a tradesperson will contact you.

Date: _____

Time: _____

Address: _____

_____

Concern: _____

_____

_____

_____

_____

ACCESS DETAILS

Tenant Name(s): _____

Phone (H) _____ (W) _____ (M) _____

Access to property (please circle): Take office key Tenant will be home

I hereby authorise your office and / or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair. Yes ❑ No ❑

I consent that my / our personal information shall be forwarded to tradespeople, the landlord and / the landlord's agents for the purpose of maintenance and repairs.

Signed: _____

If the repairs relates to any of the following appliances, please list make and model

Stove	_____	Heating	_____
Oven	_____	Air Conditioning	_____
Dishwasher	_____		
Hot Water Service	_____	Gas ❑ Electric ❑	