



Tenant Maintenance Request Form

Tenant Name		Date	
Tenant Location		Store	
Tenant Contact		Contact Number	
Maintenance Requested			
Responsibility	<input type="checkbox"/> APML	<input type="checkbox"/> Tenant	(Tenant responsible for payment of the repairs)

Note: Should the repair be due to accidental damage, negligence or in accordance with your signed tenant agreement, APML can organise a contractor upon request and forward the invoice for payment to the tenant. Should the repair not be satisfactory or incomplete it will be the Tenant's responsibility to advise APML immediately.

Tenant Authorisation

I authorise APML to enter the premises to carry out repairs.

Tenant Name		Acceptance	
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APML use only

APML Employee		Date	
Action Taken			
Contractor		Contact Number	
Date Called		Time Called	
Expected on site		Purchase Order #	
Estimated Cost			

It is **Mandatory** that Contractors completed and signed job sheets are attached to this form failure to do so may result in payment to contractors being delayed.

APML employee inspecting works are to ensure works have been completed to a satisfactory standard and any debris is removed from site. Any issue please report to the Facilities Manager

Name		Signature	
Inspection Date		Awaiting Invoice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes			