



Maintenance Request Form

Please provide the below information to raise a maintenance request with Access 2 Place Housing. After the request has been processed, a contractor will be in contact to arrange access to your property.

If the matter is urgent please call 8274 6300 to speak with someone directly. You will still be required to forward a maintenance request to maintenance@access2place.com.au once the call is complete.

Date:	
Property address:	
Tenant contact name:	
Tenant contact number:	
Support contact name: (If submitting a maintenance request on behalf of the tenant).	
Support contact number:	
Urgency: 1 – High 2 – Med 3 – Low	
Please advise: <ul style="list-style-type: none"> • Nature and location of issue • How it occurred ie: storm damage/ tenant damage/ water damage • If any alterations are required (please attach a copy of the Alterations and Additions Request Form) Please attach photos if possible.	

Access 2 Place may need to consult with other relevant organisations, such as Housing SA, to have the maintenance issue rectified. Where applicable, Access 2 Place will forward the maintenance request to the appropriate organisation.