

**\*\*\* Email maintenance request forms to: [albury@prd.com.au](mailto:albury@prd.com.au)\*\*\***

**Date:** \_\_\_\_\_

**Tenant Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Tenant Contact Information:**

**Mobile Phone Number:** \_\_\_\_\_ **Landline number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### **Maintenance Required:**

If the repairs needed are for an appliance (e.g. oven, hot water service), please advise whether it is gas or electric and provide the make and model number. This will speed up the process of organising the repair.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### **Please tick one box below**

I provide permission to PRDnationwide Albury to provide tradesperson the master key to the rental property to gain access and attend to the required repair without being in attendance.

I acknowledge that my contact information may be provided to either the contractors engaged by PRDnationwide Albury or the owner of the property to facilitate contact in order to carry out the repairs.

I acknowledge if a tradesperson is called out and no problem is found or the problem is caused from our appliance or misuse of equipment or I have failed to attend at the agreed appointment time, then I may be responsible for the service charge, cost to rectify the damage or both.

Once your form is complete, please return it to us at:

**Email to:** [albury@prd.com.au](mailto:albury@prd.com.au)

**Address:** PRDnationwide Albury  
PO Box 889 or Suite 3, Ground Floor 429 Swift St, Albury NSW 2640

**Office use only - Date Received:**

**Landlord Contacted:**

**Action Required:**