

General Maintenance Request (Form T2)

TENANT INSTRUCTIONS:

In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.

Email to reception@prdtba.com.au

Or YOUR property manager:

Michelle propertymanager1@prdtba.com.au

Kate propertymanager2@prdtba.com.au

Mitchell propertymanager3@prdtba.com.au

If this repair is an emergency – call our office **IMMEDIATELY!**

Refer Maintenance Guidelines (Form T1)

If a tradesperson does not **contact** you **within 48 hours** please call and we will follow this up for you.

Property Address: _____ Date: _____

Maintenance Item: _____

Please be as descriptive as possible so that the most appropriate tradesperson can be engaged

If the repair relates to an appliance, please list the make and model.

Make: _____ Model: _____ Approx Age: _____

Access Details

Tenant Name (s): _____

Phone Home: _____ Work: _____ Mobile: _____

Access to property: ☐ Contact tenant for access

OR

☐ Tenant authorises entry with office key – 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.

Signed: _____

Office Use Only:

Approval from the owner: _____

Who is the tradesperson that has been organised: _____

SMS to tenant letting them know: _____