

PROPERTY ASSET PROPERTY MANAGEMENT

Maintenance Request Form

For tenant use – reporting of NON-URGENT & NON-EMERGENCY maintenance issues.

In the event of an extreme emergency i.e fire please call 000 first, then Vera Pasquini on 0421 884 459.

If you consider this to require Emergency Maintenance that does not require Emergency Services in attendance please phone Vera Pasquini on 0421 884 459.

(ie. burst water pipes, flooding any faults or damage that makes the premises unsafe or insecure, or likely to cause injury to a person).

For all other Maintenance/Repairs please complete the below and email to:
maintenance@papmanagement.com

Property Address: _____

Name: _____

Mobile Number/s: _____

Email: _____

Date: _____

Description of Maintenance Requested:

Please CLEARLY describe the maintenance or repair you are requesting. Be sure to include any appliance details (model number, gas or electric) and the location of the room (i.e. upstairs ensuite main bedroom).

Unclear requests may result in unnecessary delays

Please note that any repairs arranged by a tenant without consent will be at the tenants cost unless it is proven to be an emergency.

Signed _____