

PMSA  
ABN 32 161 917 737  
20 Suffolk Place  
Wollert VIC 3750  
T: 03 9460 3251  
E: [pmsa.enquiries@gmail.com](mailto:pmsa.enquiries@gmail.com)

**ATTENTION ALL LANDLORDS**  
**IMPORTANT ANNOUNCEMENT ABOUT GAS SAFETY / SMOKE DETECTORS**

**What you need to know as property owners:**

Failure to ensure gas appliances are properly installed or correctly maintained according to manufacturer's instructions could not only potentially kill or harm the tenants, but could cause significant property damage and expose the landlord to civil liability and potentially costly litigation;

- The Residential Tenancies Act 1997 requires the landlord to ensure that rented accommodation is maintained in "good repair" this includes all gas appliances provided by the landlord;
- Energy Safe Victoria states that landlords and agents share responsibility for ensuring gas appliances are safe in rented premises. Safety checks should be done at agreed intervals, every two years at a minimum.
- Smoke Alarm Maintenance has become regulatory

PMSA can be engaged to manage the gas and safety program. This will ensure that all owners are provided with adequate information and servicing options.

**If you require PMSA to be engaged to manage a gas and safety program, please complete the form below and email it back to [pmsa.enquiries@gmail.com](mailto:pmsa.enquiries@gmail.com) to be part of the PMSA special offer.**

Should you have any queries regarding the gas safety program, please contact PMSA on (03) 9460 3251.

I would like PMSA to complete the gas appliance servicing and safety check which includes the Free smoke alarm maintenance (Please complete the Order Form attached):

I would like PMSA to complete the smoke alarm maintenance only (Please complete the Order Form attached):

I will be arranging my own maintenance on my gas appliances and smoke alarms

I do not wish for my rental property to receive any maintenance or servicing on the gas appliances or smoke alarms

Real Estate Agency Details::

Name:  
Address:  
Contact Name:  
Telephone No:

Landlord/s Name:

Signature:

Date:

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Rental Property Address:

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Please contact my agent to arrange the maintenance and/or servicing with the tenant.

Other Comments:

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**PMSA**

For all your property maintenance needs:

**T:** (03) 9460 3251

**M:** 0451 120 477

**E:** [enquiries.pmsa@gmail.com](mailto:enquiries.pmsa@gmail.com)

**PMSA MAILING ADDRESS:**

20 Suffolk Place, Wollert VIC 3750

**PROPERTY MAINTENANCE COMPLIANCE ORDER FORM AND PRICE LIST**

**FIXED PRICE SERVICES**

		Tick	Quantity
Smoke Alarm Maintenance Only^	\$ 80.00	<input type="checkbox"/>	<input type="checkbox"/>
Gas Ducted Heater Service	\$220.00	<input type="checkbox"/>	<input type="checkbox"/>
Split System Service	\$220.00	<input type="checkbox"/>	<input type="checkbox"/>
Evaporative Cooling Service	\$220.00	<input type="checkbox"/>	<input type="checkbox"/>
Ducted Refrigerated Heating / Cooling	\$240.00	<input type="checkbox"/>	<input type="checkbox"/>
Wall Furnace Heater / Gas Fire Place	\$220.00	<input type="checkbox"/>	<input type="checkbox"/>
Hot Water Service	\$210.00	<input type="checkbox"/>	<input type="checkbox"/>
Oven Service	\$140.00	<input type="checkbox"/>	<input type="checkbox"/>
Cooktop Service	\$140.00	<input type="checkbox"/>	<input type="checkbox"/>
Oven & Cooktop Service Combine	\$220.00	<input type="checkbox"/>	<input type="checkbox"/>
Hydronic Heating Service	\$340.00	<input type="checkbox"/>	<input type="checkbox"/>

**(Pricing Applies To Residential Properties Only. Price For Commercial Properties Upon Application)**

**Special Service Packages – (Limited Gas Appliances – Checks)**

- 1 x Heater Full Service
- 1 x Oven & Cook Top Service Combine
- 1 x Smoke Alarm Maintenance ^
- Full Report provided upon completion
- Free Unlimited Call Outs on serviced units for 12 months\*

**Total Package Price:**

**\$280.00 (Normally \$500)**

**Special Service Packages – (Unlimited Gas Appliances – Checks)**

- All Gas Appliances receive a full service
- Safety Check on all gas appliances
- Smoke Alarm Maintenance^
- Full Report provided upon completion
- Free Unlimited Call Outs on serviced units for 12 months\*

**Total Package Price:**

**\$380.00 (Normally \$600)**

**Special Service Packages – (Unlimited Gas Appliances & Air Con Services)**

- Unlimited Gas Appliance Special Service Package
- All Air Conditioners receive full service
- Smoke Alarm Maintenance^
- Full Report provided upon completion
- Free Unlimited Call Outs on serviced units for 12 months\*

**Total Package Price:**

**\$380.00 (Normally \$600)**

**PMSA**

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**PROPERTY MAINTENANCE COMPLIANCE SERVICE CHECKLIST****SMOKE ALARMS MAINTENANCE CHECK LIST:**

- Clean of alarms in the premise
- Ensure alarms are securely mounted and haven't been tampered with
- Hard wired alarms ensure mains voltage is active
- Replace the battery
- Test the alarm to manufacturer's requirements
- Check alarm volume to meet the Australian Standard AS3786
- Provide report to tenant and home owner relating to alarm work undertaken

**Air Conditioner Service – Evaporative Cooling:**

- Remove and thoroughly clean the filters
- Check and clean the water management system
- Check operation of the Dump Valve, O-ring, and Drainage pipe
- Clean out dirt build up in water pump
- Clean the fan
- Tighten the fan belt and check for wear and tear
- Check that the overflow is set to the right level
- Check the float level is correct to prevent water leakage
- Clean and disinfect tray
- Check the airflow throughout the home
- Check the operation of the wall controller
- Overall safety check
- Produce final report

**Air Conditioning Service – Split System / Reverse Cycle:**

- Check the temperature
- Check the gas temperature
- Check gas pump including the pressure of pump as per manufacturer's specification
- Check and clean filters
- Clean the coils
- Check the operations of the two motors
- Check the condensation and the condensation drip tray

**Heater Service – Gas Ducted Heating**

- Check the fan and motor
- Remove the soot from the heat exchange and burners
- Check the flame sensors, pilot light and thermocouple
- Check and clean the flue
- Clean the return air filter
- Check the operation of the thermostat
- Check the condition of the ducts (pricing does not include cleaning of ducts)
- Provide an overall safety check on all the gas and electrics
- Provide a final report

**Wall Heater / Gas Fireplace**

- Clean the fan and the motor
- Remove the soot from the heat exchange and burners
- Check the flame sensors, pilot light and thermocouple
- Check and clean the flue
- Clean the return air filter
- Check the operation of the thermostat
- Provide a final report

**Hot Water System – Mains Pressure:**

- Check gas pressures
- Check gas lines
- Check gas connections
- Check Flame Aeration
- Check Injectors
- Check Water Quality
- Check Water Pressures
- Check back flow device
- Bleed Tank
- Check PTR Valve
- Check Mixing Valve
- Check for rust and corrosion to unit
- Check exchanger
- Provide final report

**Hot Water System – Instantaneous**

- Check gas pressures
- Check gas lines
- Check gas connections
- Check Flame Aeration
- Check Igniters
- Check Flue
- Check Mixing Valve
- Check for rust and corrosion to unit
- Provide final report

**Ovens and Cook Tops**

- Check gas pressures
- Check gas lines
- Check gas connections
- Check Flame Aeration
- Check Igniters and or Piezo
- Check fan forced is operating correctly
- Provide Final Report

^ Smoke Alarms that are over 10 years old will be replaced. Alarms that are less than 10 years old are to comply with Australian Standard AS3786. This applies to both 9 Volt & 240 Volt Hardwired smoke alarms. Replacement cost of smoke alarms (Including Supply, Install) 9 Volt Smoke Alarm is \$50,00 / 240 Volt Hardwired Smoke Alarm is \$99.00

\* Free unlimited call outs on serviced units for 12 months refers to breakdowns on serviced appliances for a period of 12 months. This is subject to approval being given to proceed with any recommendations or quotes for repairs.

**PAYMENTS AND AUTHORISATION OF SERVICES**

I authorise my agent to deduct the amount of the package chosen

I would prefer to pay in cash and receive a 5% discount from the chosen package

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_