



first

national
REAL ESTATE

Surat Basin Chinchilla

REPAIR REQUEST FORM

TO LODGE REPAIR REQUEST FORM

1. Lodge in person First National Real Estate Surat Basin Chinchilla
2. Take a photo and email to maintenance@sbfn.com.au
3. Leave on kitchen bench for collection on inspection date as per Entry Notice issued.

LODGEMENT DETAILS - All Maintenance handled by Maintenance Officer

PROPERTY ADDRESS:

DATE:

TENANT DETAILS

☐ A Lease Holder ☐ Approved Occupant Preferred Contact Method: ☐ Email ☐ Phone ☐ Mobile

TENANT NAME:

EMAIL ADDRESS:

PHONE NUMBER:

MOBILE NUMBER:

TYPE OF REPAIR OR MAINTENANCE

- ☐ I/We have referred to the Trouble Shooting Guide in the Tenant Pack and have tried to resolve issue if safe and practical to do so.
- ☐ **URGENT – Emergency!** If the Property or Person is in danger of damage or injury, call 000.
PLEASE PHONE OUR AGENCY IMMEDIATELY – 07 4669 1790
- ☐ **NOT URGENT** – ie. Not an emergency. NB: Please be aware our Agency is to refer to the Landlord for instructions regarding the item/s and will advise the Tenant of the outcome ASAP.

DESCRIPTION AND DETAILS OF REPAIR OR MAINTENANCE

Please be as specific as possible and attach photos or extra page if required.

- ☐ I / We have attached photos taken to help describe the repair request.

COMPLETE IF APPLICABLE

Hot Water / Stove / Oven ☐ Gas ☐ Electric Model #: _____

TENANT INSTRUCTION FOR TRADESPERSON TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE

- ☐ Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- ☐ Approval to enter via Agency key with Tradesperson to advise Tenant of the day of entry
- ☐ Tenant/s to be present. Tradesperson is to call Tenant to arrange time.
Please be aware that if the Tenant arranges a time with the Contractor but is not home as arranged, the Tenant may be responsible for the call out fee charged. Please ensure a nominated person is at home to allow access.

NAME:

SIGNATURE:

DATE:

First National Surat Basin Chinchilla

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