



**first
national**
REAL ESTATE

Goulburn

Fax – 4822 8722

Email – repairs@goulburnre.com.au

MAINTENANCE REQUEST FORMS

DATE: _____ ADDRESS: _____

CONTACT NAME: _____

SIGNATURE: _____

PHONE: _____

ACCESS DETAILS: PHONE FIRST TAKE OFFICE KEY *please sign below*

In accordance with your tenancy all repairs must be reported in writing.

In order for a repair to be attended to, please complete the repair advice being sure to include all details that relate to the problem including the brand, model no. and whether it is gas or electric where applicable. The more information you supply the quicker we are able to have the problem attended to.

You will be notified by SMS or email within 48 hours to confirm the appointment of a contractor

APPLIANCE: _____ GAS OR ELECTRIC: _____

BRAND: _____ MODEL NO: _____

MAINTENANCE ISSUE/REQUEST: _____

Tenant Confirmation

I / we hereby authorise your office and/or the repairers to enter the property with the keys in order to conduct the repair.

Tenant Signature _____ Date _____