



first national
REAL ESTATE

Mooloolaba

Address
Shop 21,
121 Mooloolaba
Esplanade,
Mooloolaba Qld 4557

Contact
P (07) 5444 0800
F (07) 5444 8500
E sales@fnmooloolaba.com.au
W www.fnmooloolaba.com.au

Repair Request Form

Property Address.....

Tenant Name

Preferred Contact

Type of Maintenance URGENT NON-URGENT

If urgent please contact office immediately on 07 5444 0800

Detailed description of the Repair or Maintenance *(Please be specific as possible)*

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Please include photo's on another page if required

Complete if applicable

| Appliance | Gas | Electric | Model |
|-----------|-----|----------|-------|
| Hot Water | | | |
| Stove | | | |
| Oven | | | |

Tenant instruction for tradesperson to enter and action or quote on repair or maintenance

Approval to enter via Agency key with tradesperson to advice tenant of the day of entry

Tenants 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

Tenants Signature

PRIVACY STATEMENT: we are an independently owned and operated business. We are bound by the National privacy Legislation. We may be collecting personal information about you by various methods through the Tenancy, to enable us to manage and maintain the Premises as per the Residential Tenancies Act. We may disclose personal information about you to the owner of the Property and to Contractors (approved and authorised by First National Mooloolaba) in the course of our duties. You have the right to access personal information that we hold about you by contacting our Privacy Officer.

Agency Use:

| | | | |
|-----------------|---|--|---|
| Date Received | | Time Received | |
| Approval Status | Waiting approval <input type="checkbox"/> | Work order sent <input type="checkbox"/> | Repair Completed <input type="checkbox"/> |

RETURN TO
rentals@fnmooloolaba.com.au