



MAINTENANCE REQUEST FORM

Please tick appropriate office and email, fax, mail or lodge.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Merimbula
Email: property@fnfc.com.au
Fax: 02 6495 3154
Address: Shop 4, The Promenade,
Market St Merimbula NSW 2548 | <input type="checkbox"/> Cooma
Email: propertyc@fnfc.com.au
Fax: 02 6452 4154
Address: Centennial Plaza, 114 Sharp St
Cooma NSW 2630 | <input type="checkbox"/> Bega
Email: repairs.bega@fnfc.com.au
Fax: 02 6492 5094
Address: 226 Carp St
Bega NSW 2550 | <input type="checkbox"/> Eden
Email: eden@fnfc.com.au
Fax: 02 6496 3490
Address: 177 Imlay St
Eden NSW 2551 |
|--|--|---|--|

Property: _____

Tenant/s: _____

Date: ____ / ____ / ____

Contact details:

Name: _____

Relationship to tenant: _____

W: _____ H: _____

M: _____ Email: _____

Repairs requested:

I authorise FNFC/tradesperson to enter the property with keys to undertake repairs. Yes No

Office use only (Checklist)	Completed	Initial
Date received	____ / ____ / ____	
Time received	____ am/pm	
Entered into REST Action Notes	____ / ____ / ____	
Landlord advised and approval given <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Quote	____ / ____ / ____	
If NO, tenant and Landlord informed. Entries made in REST Action Notes	____ / ____ / ____	
If YES, job given to:		
Work order no.		
Work order sent by <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Other _____	?	
Tenant contacted to arrange access for tradesperson	?	
Job followed up	?	
Job Completed	____ / ____ / ____	
Invoice received and entered into REST	____ / ____ / ____	