



**Broken Hill First National Real Estate**

59 Oxide Street Broken Hill NSW 2880 - Phone: 08 8088 4488 - Fax: 08 8088 5046  
Visit our website [www.fnbh.com.au](http://www.fnbh.com.au) and submit a maintenance form online  
or email us direct: [rent@fnbh.com.au](mailto:rent@fnbh.com.au) ALL repairs must be submitted in writing.

Accepted by:  
\_\_\_\_\_

**LEGALLY REQUIRED TO BE COMPLETED & SIGNED BY TENANT.**

**Tenant Repair/Complaint Form**

Property Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Best Phone Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Repair/Complaint/Request:**

DESCRIBE THE NATURE OF THE PROBLEM – PLEASE BE SPECIFIC AND GIVE FULL DETAILS, NUMBER EACH REPAIR (IF MORE THAN ONE).

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**Agent Notes:**

Please Circle the options which apply:

Stove: Gas/Electric

Oven: Gas/Electric

Hot Water: Gas/Electric

A/C: Evap/Split/RC

**TENANT TO READ & SIGN:**

I give FNBH permission to forward my contact details onto an appropriate tradesperson/landlord in order to gain access and/or discuss these issues further.

**KEYS:** I DO / DO NOT authorise FNBH, its employees and contractors to use the office set of keys to gain access to investigate and carry out repairs at the above mentioned property without the need to further notify me.

*Important: By lodging this form you agree that YOU (the tenant) may be held personally liable for any charges incurred if access is restricted or for any charges incurred as a consequence of a professional attending the repair/maintenance issue that is deemed a false alarm, operational error or the fault of the tenant.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY:**

Prioritise repairs and assess urgency

Instruct tradesperson

Notes:

Advise landlord and seek instructions as required

Follow up required?