



Level 1, 36 Kemp Street THE JUNCTION NSW 2291  
Email: [rentals@fnnewcastle.com.au](mailto:rentals@fnnewcastle.com.au)  
Phone: 02 4961 6899 Fax: 02 4940 0719

**Repair request form**

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

**Property** \_\_\_\_\_

**Name/s of person reporting** \_\_\_\_\_

**Best phone numbers home / mobile / work** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Description of repair/maintenance issue (please be as detailed as possible)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Can our tradesman access the property using our master keys? YES / NO Initial** \_\_\_\_\_

**\*\*\*\* Before submitting your Repair Request, please use the following Guide and Tips to avoid unnecessary call outs. Tenants can be charged a service fee if repairs are requested and tradesperson cannot gain access or issue is identified as being a tenant responsibility, such as a tenant appliance tripping the safety switch/power.**