Laing+Simmons
BLACKTOWN

1/15-17 Kildare Road, Blacktown NSW 2148
Email: reception@lsblacktown.com.au
Phone: (02) 8814-8222
Fax: (02) 8814-8333

**Repair & Maintenance Request Form & Checklist**

*ALL NON URGENT REPAIRS/MAINTENANCE MUST BE PUT IN WRITING TO LAING+SIMMONS BLACKTOWN*

Date: _____/_____/_____

Property: _____

Tenant:_____

Tenant Contact Details:
Work: _____ Home: _____
Mobile: _____ Email: _____

Repairs Requested

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Signature: _____ Date: _____/_____/_____

This form may be either:

- Lodged in person
- Mailed to P.O. Box 330 Blacktown NSW 2148
- Faxed to us on (02) 8814-8333
- Completed and submitted by email to reception@lsblacktown.com.au

| OFFICE USE ONLY (CHECKLIST) | COMPLETED |
|---|---|
| Date Received | / / |
| Time Entered | Am/Pm |
| Date entered into console | / / |
| Landlord Advised | / / |
| Quotation Approval | / / |
| Work Order Approval | / / |
| If NO, tenant advised & Action & Conversation Diary updated | / / |
| If YES, job given to: | |
| Work Order number | |