



**Laing+Simmons**

**MOSMAN/NEUTRAL BAY** Property Maintenance Request

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OCCUPANTS NAME: \_\_\_\_\_

CONTACT PHONE: W \_\_\_\_\_ M \_\_\_\_\_

MAINTENANCE  
REQUIRED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I / we give authority for Laing & Simmons Neutral Bay / Mosman to process this request and understand personal information may be disclosed to other parties to carry out this repair. We understand you will only disclose this information to other parties as required to perform your duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988.

\_\_\_\_\_  
TENANT SIGNED

\_\_\_\_\_  
TENANT SIGNED

\_\_\_\_\_  
AGENT SIGNED

\_\_\_\_\_  
DATE RECEIVED

FAX: 9968 3142  
EMAIL: [reception@lsmnb.com.au](mailto:reception@lsmnb.com.au)  
525 Military Road  
MOSMAN NSW 2088