Laing+Simmons
WENTWORTHVILLE

30 Station St, Wentworthville 2145
Email: wentworthville@lsrealestate.com.au
Phone:(02) 9688 4000
Fax:(02) 9688 4777

Repair & Maintenance Request Form & Checklist

ALL NON URGENT REPAIRS AND MAINTENANCE MUST BE PUT IN WRITING TO LAING & SIMMONS WENTWORTHVILLE

Date: _____

Property: _____

Tenant: _____

Tenant Contact Details

Work:_____ **Home:**_____

Mobile:_____ **Email:**_____

Repairs Requested

This form may be either:

- Lodged in person
- Mailed to 30 Station Street, Wentworthville 2145
- Faxed to us on (02) 9688 4777
- Completed and submitted by email to wentworthville@lsrealestate.com.au

OFFICE USE ONLY (checklist)	COMPLETED
Date received	___/___/___
Time entered	_____ am/pm
Date entered into console	___/___/___
Landlord advised and approval given YES/NO	___/___/___
If NO, tenant advised & Action & Conversation Diary updated	___/___/___
If YES, job given to:	
Work Order Number:	