



**Butler & Co**

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## Maintenance Request Form

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PROPERTY ADDRESS: (must be completed) .....

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Tenant Name .....

Contact Numbers

B/H ( ) ..... A/H ( ) ..... Mobile .....

Email: .....

Details of Repair Required: .....

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How Damage Occurred: .....

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.....

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Access for Tradesperson:

Contact Tenant: Yes / No

Use Office Keys: Yes / No

Other .....

I consent for my contact details to be given to tradesperson Yes / No

Signed: .....

Date: .....

The Agent will only collect information from this form to disclose to other parties as required to perform their duties under this Maintenance Agreement, if information is not provided, the Agent may not be able to effectively perform their duties.