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## MAINTENANCE REQUEST FORM

DATE; \_\_\_\_\_

PROPERTY; \_\_\_\_\_

Maintenance Required; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/we give permission for Utopia Rentals to give keys to tradesperson/s in order to carry out maintenance Yes/ No

Contact details ; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

### Office use

Owner contacted

Approval given Date \_\_\_\_\_ Time \_\_\_\_\_

Work-order sent Date \_\_\_\_\_ Time \_\_\_\_\_ Job No \_\_\_\_\_