

Maintenance Request

Date: _____ Property Address: _____

Tenant Name: _____ Phone Number: _____

Best way to contact me: Phone: _____ Email _____ Email address: _____

Best time to enter: (not guaranteed) 8am - 11am 11am - 2pm 2pm - 5pm Anytime

Pets present Minors present Other entry concerns: _____

Type of Maintenance or Repair Needed:

Heating Appliance Doors/Windows

Plumbing Electric Other: _____

Explanation of problem(s). BE SPECIFIC: include important details of the problem as well as specific location inside or outside of house:

Owner/Agent's Staff may conduct a preventative maintenance inspection while in the unit and, to the extent practical, do any necessary repairs. If not practical, notice will be given for additional repair work.

Sign

Date

If extenuating circumstances are present that do not allow the Owner/Agent to enter the above address without notice, please specify those circumstances below. An agent/staff will contact you to schedule a time to enter your residence to make necessary repairs. (In the event of an emergency maintenance need, staff is NOT required to give any notice before entry.)
