

# 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:

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\_\_\_\_\_

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\_\_\_\_\_

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.)

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