

# Maintenance Request Form

**Incomplete Requests Cannot Be Processed**

**Property Address:** \_\_\_\_\_

Emergency     Non-Emergency

Do You Have Pets?                       Yes     No

Do You Have An Alarm System?       Yes     No

If yes, alarm code \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Is this a new number?     Yes     No

Work Phone #: \_\_\_\_\_

Is this a new number?     Yes     No

Mobile Phone #: \_\_\_\_\_

Is this a new number?     Yes     No

Pager Phone #: \_\_\_\_\_

Is this a new number?     Yes     No

E-mail: \_\_\_\_\_

Is this a new number?     Yes     No

	PLEASE DESCRIBE THE NATURE OF THE MAINTENANCE PROBLEM <i>(PRINT CLEARLY)</i>	Office Use Only
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## Maintenance Acknowledgment

To help us provide faster response, please be as specific as possible in describing the problem that you are experiencing. Maintenance Requests that are not specific (e.g. *"Stove Not Working"*) may be delayed while we contact you for more information on the problem.

If any of the requested repairs are determined to have been caused by Tenant or Tenant's guests, or if they are for items for which Tenant is responsible under our lease, such as replacement of air filters, repairing broken windows and torn screens, Tenant will be charged for the repair. In addition, items of a purely cosmetic nature may not be repaired or replaced.

Except in cases of emergency, maintenance is only performed during normal business hours. For routine maintenance requests, please allow five to ten days for a response. In cases of emergency, or when the assigned contractor is unable to contact you to schedule work within a reasonable time, the contractor may be assigned key to access to the property.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

Office Use Only							
Rcvd	/ /	Entered	/ /	Assigned	/ /	Vendor	/ /