

## Maintenance Request Form

*\*Please complete in full\**

Our staff is dedicated in providing the best service and quickest response as possible. In order for us to accomplish this, please be as specific as possible in describing your maintenance request. Unfortunately, requests that are vague and or incomplete can delay the repairs and cost both time and money.

We would like to remind you that it is your responsibility to maintain and repair the following items at your expense: A/C. Filters, Inside Pest Control, Smoke Detector Batteries, Lawn and Shrubbery (if applicable), Locks, and all Glass Breakage. Please note that there may be other items. Please see your lease for exact information.

Routine maintenance requests are processed only during normal business hours and must be submitted either through our website, by fax, or by mail. Our staff will review all maintenance requests and will contact the appropriate service contractor who will then contact you to set up an appropriate time to schedule the approved repair. This process should take 48 business hours or less. Please note, you will be charged for missed calls or for not allowing service contractors to gain entry as per your lease agreement.

Resident Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### **Maintenance Request Item**

1. \_\_\_\_\_
2. \_\_\_\_\_

I/We the residents of the above referenced property do hereby submit the above noted maintenance and or repair items and request that they be completed as soon as possible.

Resident Printed Name \_\_\_\_\_

Resident Signature \_\_\_\_\_

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### **OFFICE USE ONLY, PLEASE DO NOT WRITE BELOW THIS LINE**

Date Maintenance Request Received: \_\_\_\_\_  
Owners Name: \_\_\_\_\_, Phone #: \_\_\_\_\_, Phone #: \_\_\_\_\_  
Date Contact To Resident Made: \_\_\_\_\_ Date of Initial Inspection Made: \_\_\_\_\_  
Repairs Made: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_