

MAINTENANCE REQUEST BY THE TENANT

Please fill out what needs to be fixed.

PRIORITY: A B C PM
A-Urgent B-Routine C-Low PM-Preventive Maintenance

Date: _____

Name: _____

Property Address: _____ Unit# _____

Phone #: Cell _____ Home _____ Work _____

WORK REQUESTED

(Note if a Dishwasher, Washing Machine or Dryer; Model # & Brand Name are needed)

What is malfunctioning: _____

Model # & Brand Name: _____

How long has these item(s) been malfunctioning: _____

Has this problem occurred or been reported previously: _____

Does the Vendor have your permission to enter when you are not home? (If no please give us a good contact number so an appointment can be made) _____

Signature

Signature

Please Print your Name

Please Print your Name