

MAINTENANCE REQUEST

TODAY'S DATE	ADDRESS
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Submission of this form constitutes written permission to enter in order to perform work requested and is valid for 72 hours. Maintenance Technicians perform work on a priority basis and will not be able provide a timeframe. All pets must be secured in order for Maintenance Technicians to enter. In the event that our Maintenance Technician is unable to enter your home due to unsecured pets or any other obstruction, the work order will be placed back in the queue and a lease violation fee of \$50.00 will be assess to your account.

NAME	PHONE
EMAIL	
MINORS PRESENT? YES <input type="checkbox"/> NO <input type="checkbox"/>	PETS PRESENT? YES <input type="checkbox"/> NO <input type="checkbox"/>
OTHER INSTRUCTIONS FOR MAINTENANCE TECHNICIAN	

TYPE OF MAINTENANCE OR REPAIR:

<input type="checkbox"/> HEATER	<input type="checkbox"/> AIR CONDITIONER	<input type="checkbox"/> LIGHTING	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> APPLIANCES	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> WATER PRESENT
<input type="checkbox"/> TREES	<input type="checkbox"/> PESTS	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> FLOORS	<input type="checkbox"/> GENERAL	<input checked="" type="checkbox"/> LOCKS	<input type="checkbox"/> OTHER

PROVIDE DETAILED EXPLANATION INCLUDING SPECIFICS/LOCATION:

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.

SIGNAGURE	DATE
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