

MAINTENANCE REQUEST FORM

Date: _____

Address: _____ Unit # _____

Name: _____

Home phone: _____ Work Phone: _____

Cell Phone: _____ Email address: _____

Nature of Problem(s): ****Please mention specifics/details...i.e. what room, which sink, which toilet, etc.****

1. _____

When was problem 1 first noticed? _____

2. _____

When was problem 2 first noticed? _____

3. _____

When was problem 3 first noticed? _____

Are there pets on premises? (Circle one) **Yes No**

If Yes, will they be contained? (Circle one) **Yes No**

If Yes, where will they be contained? _____

Do you have a security alarm? (Circle one) **Yes No**

If Yes, what is the code? _____

PLEASE NOTE:

- Any service call that is made due to the negligence of the tenant (i.e., disposal or toilet blocked with foreign objects) will be billed to the tenant. In the case of electrical problems, please check your breaker box before submitting a maintenance request.
- We will accept any Maintenance Request in writing as long as the above information is clearly stated and legible.
- We **WILL NOT** accept telephone requests for repairs unless it is an emergency (i.e., Water leak, Fire, Gas smell).
- Submission of this maintenance request gives us the authorization to enter your home to conduct necessary repairs.
- A door hanger will be left so that you will know a workman has been to your home. Thank you for your cooperation.

FAX TO: (919) 636-4848
E-MAIL TO: maintenance@louisebeckproperties.com
DELIVER TO: 319 Providence Road, Chapel Hill, NC 27514