

319 Providence Road Chapel Hill, NC 27514 Office: (919) 401-9300

After hours emergency pager: (800) 921-2965

Fax: (919) 747-8825

E-mail: maintenance@louisebeckproperties.com

MAINTENANCE REQUEST FORM

Date:	
Address:	Unit #
Name:	
	Work Phone:
Cell Phone:	Email address:
Nature of Problem(s): **Please mention	specifics/detailsi.e. what room, which sink, which toilet, etc.**
1	
When was problem 1 first notice	
2	
When was problem 2 first notice	
3	
When was problem 3 first notice	ed?
Are there pets on premises? (Circle one)	Yes No
If Yes, will they be contained	ed? (Circle one) Yes No
If Yes, where will they be o	contained?
Do you have a security alarm? (Circle one	ie) 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.

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DELIVER TO: 319 Providence Road, Chapel Hill, NC 27514