



MAINTENANCE REQUEST FORM:

First Name: _____

Last Name: _____

Address: _____

Phone number for Contact: _____

Home Phone Number: _____

Cell Phone Number: _____

Daytime Phone Number: _____

Evening Phone Number: _____

E-Mail Address: _____

For scheduling purposes, please state best time for repairs during daytime hours: _____

Our office will call you or e-mail you to confirm date and time of repairs once the maintenance request has been scheduled with the maintenance technician or subcontractor.

If our maintenance technician or subcontractor cannot gain access by reasons within your control on the scheduled date, there will be a minimum \$35 trip charge billed to your account.

Authorization for maintenance technician or subcontractor to enter home alone to perform the requested repairs: By completing this form I request and give my permission for the appropriate maintenance technician or subcontractor to enter my residence in my absence to repair the item listed below: _____ (signature required).

Without authorization, there must be a person 18 or over to be available to meet maintenance technician or subcontractor at scheduled time.

Specific Description of Maintenance Request:
