

MAINTENANCE REQUEST FORM

DATE: _____

Property Address: _____

Tenant(s) Name: _____

Maintenance Requested: *(please describe in as much detail as you can provide)*

Special Instructions: *(For example: do you have a pet in the home, etc.)*

Check one of the following:

- I authorize Management, Owner, his Agents and maintenance personnel to enter the property to perform the work requested.
- I request that I be present to provide access to the property for the requested maintenance. My phone number is: _____ **and I recognize that this request may delay completion of the repairs.**

Submitted by:

Tenant Date

KPM Realty Use:

Date Request was taken: _____

Action Taken: _____

Contractor Notes: _____

Date Completed: _____