



Resident Maintenance Request

Resident Name: _____

Street Address: _____ Unit: _____

City: _____ State: _____

Contact Tel: _____ (best number to reach you, alternate number, and e-mail)

Alternate Tel: _____ E-Mail: _____

Do you have a pet, burglar alarm, or will there be unattended minors at your home? _____ Yes _____ No

Location of issue (exterior, kitchen, bathroom, etc.): _____

Detailed description of problem (please provide model and serial number for any appliance):

1.	
2.	
3.	
4.	
5.	

** Please be sure to be familiar with the terms of your lease, items that are your responsibility (clogged drains, tripped circuit breakers, etc.) will be charged back to you. Unnecessary maintenance requests, at the sole discretion of the maintenance technician, will also be charged back to you.

By completing this form, I request, and give my permission for the appropriate maintenance technician to enter my residence to repair the item(s) listed above. I acknowledge that if the maintenance technician cannot gain access by reasons within my control, or I fail to meet the technician for a pre-arranged appointment, the vendor may impose a trip charge and, additionally, there will be a \$75 administrative charge billed to my account.

X

Resident

Office Use Received: _____ (date)