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## **Maintenance Request Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alarm or Animals:  Yes  No \_\_\_\_\_

Previously Reported:  Yes  No

Please give a detailed description of the item needing repair.

Repair Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor: \_\_\_\_\_ Completion Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please fill out a separate form for each item needing repair.**

Please return this form to our office or fax, email or deposit it in the drop box.

**Reminder to all tenants:**

**Tenants are fully responsible for any repair invoices due to tenants neglect or abuse.**