



# "Tenant Maintenance Request"

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

E-mail Address: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Subject: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Other: \_\_\_\_\_

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

Previously Reported: Yes No

Does the repair person have permission to enter your residence? Yes No

Please describe in detail the nature of the repair. The more we understand the problem the better we are able to solve it.

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**Reminder:**

Residents are fully responsible to maintain and repair the following items at the residents expense unless otherwise specified on you lease agreement: A/C Filter, A/C Drain Line Clogs, Pest Extermination, Lawn & Shrubbery, Swimming Pool and Hot Tub (if any), Water Conditioners, Plumbing (Sink & Toilets), Smoke Detectors, Locks, Window Locks and Glass Breakage.

Thank you.