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Service Request

If Your Apartment Needs Maintenance, Please Let Us Know!

Please Return This Form To The Manager/Director:

I have a maintenance request that needs attention. Would you please schedule maintenance to make the following repairs:

Circle One [Urgent] [Not so Urgent]

_____ I request that the repairs be completed when I am home. I understand that these repairs must be completed within normal business hours. I would be available during the following hours: _____.

_____ The repairs can be done while I am *not* home. By checking this option, I am giving permission for a maintenance person to enter my unit.

Print Name: _____

Address: _____ Apt. # _____

Signature: _____ Date: _____

Home Phone # : _____

Can we call you at work? Yes or No If yes, please list phone # _____

E-Mail _____

*****For Office Use*****

Date Rec'd _____ Time _____

Assigned To _____ OK to Enter In Absence: YES _____ NO _____

Job Completed: Date _____ Time _____ By _____

_____ Able to repair this problem fully _____ Unable to repair problem fully, will get back as soon as possible