

Maintenance Request Form

Name:

Address: City: FL Zip:

Email:

Cell #:

Home#:

Work#:

Fax#:

Subject:

Alarm or Animals: Yes No

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.

Reminder:

- ✓ Residents are fully responsible to maintain and repair the following items at the resident(s) expense: A/C Filter, A/C Drain Line Clogs, Washer/Dryer, Pest Extermination, Lawn & Shrubbery, Microwave, Swimming Pool and Hot Tub (if any), Water Conditioners, Plumbing, Smoke Detectors, Locks, Window Locks and Glass Breakage.
- ✓ Residents are required to pay any repairs under \$50.00 for each maintenance and repair item and the first \$50.00 of any maintenance repair over \$50.00 as outlined in your lease.
- ✓ I/we the tenants of the above reference property do hereby request the maintenance and repair items we have listed to be completed as soon as possible. I/we understand and agree that we shall pay the first \$50.00 of any maintenance repair over \$50.00 as outlined in our lease agreement. Thank you.

Tenant Print, Sign, & Date

Property Management Staff

Vendor Name: _____

Date Ordered: _____

Date Completed: _____

Contact Name: _____

Contact Number for Vendor: _____