

MAINTENANCE REQUEST FORM

To help us provide you with a quick response, please be as specific as possible when describing your problem. Requests that are not specific (such as "stove not working") will delay our response while we contact you for clarification. **NOTE: Failure to complete all parts of the maintenance request form could also delay your request. Once form is completed, fax to (407) 286-5754**

DATE: _____ TIME: _____

NAME OF YOUR PROPERTY MANAGER: _____

NAME: _____ CO-TENANT NAME: _____

PROPERTY ADDRESS: _____

EMAIL ADDRESS: _____

HOME PHONE: _____ CELL: _____ WORK PHONE: _____

IS THERE AN ALARM? ____YES ____NO

ARE THERE ANIMALS PRESENT? ____YES ____NO

DOES THE REPAIR PERSON HAVE PERMISSION TO ENTER THE RESIDENCE? ____YES ____NO

PLEASE DESCRIBE IN DETAIL THE NATURE OF THE REPAIR:

REMINDER:

Residence are fully responsible to maintain and repair the following items at the residents' expense: A/C Filter, A/C Drain Line Clogs, Washer/Dryer, Pest Extermination, Lawn & Shrubbery, Swimming Pool and Hot Tub (if any), Water Conditioners, Plumbing, Smoke Detectors, Locks, Window Locks and Glass Breakage.

NOTES: _____

COMPLETED DATE: _____

REPAIRS MADE BY: _____