

MAINTENANCE REQUEST FORM

Date: _____ Name: _____

Address: _____ Unit# _____

Home #: _____ Work #: _____

Cell #: _____ Email: _____

How Urgent Do You Consider Your Request?

- Very Urgent** **Urgent** **Routine** **Preventive Maintenance**

Please tell us the problem and any other information we will need to complete this request:

Does Premium Properties have permission to enter the unit while you are not there to perform this maintenance request? Yes No

If No, please provide convenient date & time(s) for work to be performed _____

Do you have a pet? Yes No If Yes, please specify _____

For Office Use Only

Date Received: _____ Date Tenant Was Contacted: _____

Vendor/Person assigned: _____ Date Scheduled: _____

Date Completed: _____ Date Followed Up: _____