



RESIDENTIAL PROPERTY MANAGEMENT

Maintenance Request Form
(if this is an emergency please call 919-335-3567)

Property Address _____

Tenant Name(s) _____

Phone number to schedule property access _____
(The Technicians will call you at this number to schedule the repair)

Best Time to contact about scheduling repairs _____ Date _____

NOTE: In the event that you do not provide access to the property at the scheduled repair time agreed to by you then you may be billed for the service call.

Please describe the problem: _____

Do you have any animals ? Yes No (All Animals must be contained /caged while repairs are being done)

Do we have authorization to enter the property Yes No

Signature _____

Alternate Contact number(s) _____

Please FAX this completed and signed form to 866-923-4218