

Town & Country Realty

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Maintenance Request Form

No requests will be processed unless this form is filled out by an adult and the occupant.

Date: _____ Time: _____ Name: _____
 Address: _____
 Times Home: _____ am _____ pm What days? _____
 What days do you have off? _____
 Weekends Times Home: _____ am _____ pm

Please check the best way to reach you	Phone Numbers	When Can you be reached at these numbers/email addresses?	
_____	Work: _____	_____ am _____ pm	Can we call you at work? ____ Yes ____ No
_____	Home: _____	_____ am _____ pm	
_____	Cell: _____	_____ am _____ pm	
_____	Message: _____	_____ am _____ pm	
_____	Work Email: _____	_____ am _____ pm	Can we email you at work? ____ Yes ____ No
_____	Personal Email: _____	_____ am _____ pm	

Type of Maintenance of Repair Necessary (Circle EMERGENCY Repair or When Convenient)

- Heating (_____ Gas, _____ Electric _____ Other)
 Electricity
 Appliance
 Plumbing
 Doors/Windows
 Phone Service
 Water Heater (Make sure fuses/Circuit Breakers are on or Gas is on)
 Other: _____

BE EXTREMELY Specific about what is wrong: (If Appliance or Heating Unit, Please write the Model and Make Information Here): _____

Will you allow a repairman to enter your home when you are not at home? ____ Yes or ____ No, If no, when will you be home? _____

This constitutes authorization to enter the unit for the requested repairs. This authorization expires after seven (7) days unless repairs are in progress. Please be advised that not allowing a contractor to enter when you are not home may extend the time it takes to do the necessary repair & also you may incur missed appointment fees if you are not present when a time was arranged.

Signature: _____ Date: _____ Signature: _____ Date: _____

Office Only
 Date & Time received? _____ How? _____

Contractor or Repairman contacted? ? ____ Yes or ____ No Date & Time: _____