



**Professional Property Management**

*Dominique V. Higa, Broker*



Residential Properties

**RESIDENT MAINTENANCE REQUEST**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

BEST CONTACT PHONE NUMBER?: \_\_\_\_\_  HOME  CELL  WORK

EMAIL ADDRESS: \_\_\_\_\_

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE MAINTENANCE REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***PLEASE NOTE:*** IF THERE IS NOTHING MECHANICALLY WRONG, YOU WILL BE BILLED FOR THE TRIP, LABOR, AND ANY SUPPLIES. IF THIS IS FOR ANY KIND OF WATER LEAK, WE HAVE PERMISSION TO ENTER DUE TO IT BEING AN EMERGENCY.

DOES THE REPAIRMAN HAVE PERMISSION TO ENTER IF YOU'RE NOT HOME?: \_\_\_\_\_  
(PLEASE PROVIDE THE 'PERMISSION TO ENTER' FORM UPON REQUEST)

IF THE PROPERTY IS FOUND UNSECURED, WE WILL SECURE IT BEFORE LEAVING!

IF WE FIND MINOR CHILDREN HOME ALONE, WE WILL NOT ENTER THE PROPERTY!  
(YOU WILL BE BILLED FOR THE TRIP)

IF WE FIND YOUR PET(S) NOT CONTAINED, WE WILL NOT ENTER THE PROPERTY!  
(YOU WILL BE BILLED FOR THE TRIP)

WOULD YOU LIKE A SPECIFIC APPOINTMENT?:  YES  NO

WHAT DAY?: \_\_\_\_\_ WHAT TIME?: \_\_\_\_\_  
(THERE IS A CHARGE FOR CUSTOM SCHEDULING!)

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date