



8 East Church Street, Frederick, Maryland 21701

MAINTENANCE REQUEST FORM

(This form is to be used for non-emergency maintenance requests. You may return it to us via fax or by mail.)

Property Address _____

Requested By _____

Home Phone _____ Time To Call _____

Work Phone _____ Time To Call _____

Cell/Pager _____ Time To Call _____

WORK REQUESTED (Please describe the repair/maintenance request in detail):

What floor of the home? _____ What room? _____

What is malfunctioning? _____

When does the malfunction occur? _____

How long has the repair/maintenance item been malfunctioning? _____

What self help remedies have you tried? _____

Has this problem occurred previously? No Yes If so, when? _____

Appliance: (Important to include Brand/Make and Model N^o)

Item _____ Brand/Make _____ Model N^o _____

Please list any other pertinent information: _____

Does the vendor have your permission to enter the unit when you are not home? Yes No

Do you have an alarm system? Yes No

Do you have a pet(s)? Yes No

Signature _____ Date _____