



# Maintenance Request

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

## Resident Information:

Name Person Making Request \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email address \_\_\_\_\_

Are their pets or an alarm system in the house?  Yes  No

Do we or a maintenance/repair person have permission to enter the home?  Yes  No

What is the Problem? \_\_\_\_\_

Location of Problem? \_\_\_\_\_

Date problem began: \_\_\_\_\_

Signature \_\_\_\_\_

**Reminder:** Residents are fully responsible to maintain and repair the following items at the residents expense: A/C Filter, A/C Drain Line Clogs, Washer/Dryer, Pest Extermination, Lawn & Shrubbery, Microwave, Swimming Pool and Hot Tub (if any), Water Conditioners, Plumbing, Smoke Detectors, Locks, Window Locks and Glass Breakage.

**Service Charge** - Residents are required to pay \$50.00 as a service charge to Legacy Leasing Services Inc. for every NON-EMERGENCY maintenance service or repair item requested, as outlined in your lease. You must turn in the \$50.00 fee with your maintenance request form.

### For Office Use Only:

Priority Status: Emergency  Priority  On-Going

Assigned to Leasing Agent:: \_\_\_\_\_

Assigned to Vendor:

Date	Action
_____	_____
_____	_____
_____	_____
_____	_____

Date Completed: