

# MAINTENANCE REQUEST

PLEASE BE ADVISED THAT ALL MAINTENANCE REQUESTS MUST BE SUBMITTED VIA THIS FORM TO [VILLASANMARCO100@GMAIL.COM](mailto:VILLASANMARCO100@GMAIL.COM). TEXTS WILL NO LONGER BE ACCEPTED.

ALL REQUESTS WILL BE REVIEWED DURING NORMAL BUSINESS HOURS OF M-F 9-5 AND SCHEDULED FOR FRIDAY REPAIR.

ALL REQUEST RECEIVED MONDAY TO WEDNESDAY AFTERNOON WILL BE SCHEDULED FOR REPAIR ON FRIDAY SAME WEEK.

ANY REQUESTS RECEIVED WEDNESDAY TO FRIDAY WILL BE SCHEDULED FOR REPAIR ON FRIDAY OF THE FOLLOWING WEEK.

REQUESTS SENT OVER THE WEEKEND WILL BE CONSIDERED A MONDAY REQUEST

IF YOU HAVE AN ACTIVE WATER LEAK OR IF IT IS ABOVE 85 DEGREES AND YOUR AC NEEDS REPAIR, PLEASE CONTACT ME DIRECTLY AND IT WILL BE HANDLED ASAP.

UNIT \_\_\_\_\_

DATE \_\_\_\_\_

TENANTS NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PROBLEM \_\_\_\_\_  
\_\_\_\_\_

PLEASE CHECK BOX IF IT IS OK TO ENTER UNIT FOR THESE REPAIRS, IF NOONE IS HOME. (THIS WILL GET REPAIRS DONE FASTER)

IF YOU PREFER TO BE HOME: PLEASE PROVIDE 3 DATES AND TIMES THAT WORK BEST FOR YOU

DATE/TIME 1: \_\_\_\_\_ DATE/TIME 2: \_\_\_\_\_ DATE/TIME 3: \_\_\_\_\_

**BELOW IS TO BE FILLED OUT BY MAINTENANCE:**

DATE OF SERVICE \_\_\_\_\_

TOTAL FOR REPAIRS \_\_\_\_\_

SIGNATURE \_\_\_\_\_