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SERVICE REQUEST FORM

**ONLY THOSE RESIDENTS WHO ARE CURRENT IN THEIR RENTAL PAYMENTS WILL
HAVE SERVICE REQUESTS HONORED.
PLEASE REFER TO YOUR LEASE.**

Residents may be assessed a \$50.00 trip charge for multiple service requests within a 30 day period, if similar service could have been performed on the first visit.

As provided in the lease, tenant agrees to reimburse the landlord for any service calls resulting from tenant's misuse or abuse of appliances, negligence, or from tenant's unfamiliarity of controls.

Service calls are scheduled Monday thru Friday between 8:00 A.M. and 3:00 P.M.. It is the TENANT'S responsibility to make arrangements with service personnel to gain entry to your rental home.

Please remember, you will be charged for any missed appointments.

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**PLEASE DESCRIBE THE PROBLEM IN DETAIL**

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Address:

Date:

Name of Resident:

Work Phone

Home Phone:

Resident's Signature: