

ACTION PROPERTY MANAGEMENT TENANT MAINTENANCE REQUEST

725 W. ELLIOT ROAD, #102, GILBERT, AZ 85233 * 480-491-3600 * FAX 480-491-1450

RENTAL ADDRESS: _____

TENANT'S NAME: _____ TODAY'S DATE _____

HOME PHONE: _____ WORK PHONE _____

CELL PHONE: _____ BEST TIME TO CALL: _____

AUTHORIZATION TO ENTER PROPERTY WITH KEY WHEN OCCUPANT IS ABSENT:

YES, BETWEEN: _____ NO (CHECK ONE)

PLEASE DESCRIBE YOUR WORK REQUEST (BE SPECIFIC):

(IF MORE SPACE IS NEEDED, PLEASE USE BACK SIDE)

TENANT AGREES TO PAY A SERVICE CHARGE IF AN APPOINTMENT IS MADE AND THE WORK CAN NOT BE DONE DUE TO LACK OF ACCESS TO THE PROPERTY. IF THE REPAIR IS LESS THAN \$50 OR IS DUE TO TENANT NEGLECT, THE TENANT MAY BE RESPONSIBLE FOR PAYMENT.

TENANT SIGNATURE _____ CHECK IF THIS
IS YOUR LAST
REQUEST FORM

FOR OFFICE USE ONLY

DATE RECEIVED _____

REPAIR DENIED – REASON _____

REPAIR IS COSMETIC AND IS NOT THE RESPONSIBILITY OF OWNER

OTHER _____

REPAIR IS APPROVED

WORK AUTHORIZED DATE: _____

VENDOR ASSIGNED NAME: _____