



MAINTENANCE REQUEST FORM

This form to be used for **ALL** maintenance and repair requests. Please complete this form and return/email (ggoff@aesmarine.com) to RIP Management Office. For immediate issues, call (210) 259-3152.

TO BE COMPLETED BY TENANT

Tenant Name: _____ Date: _____

Property Address: _____

Phone Number: _____ Email: _____

Work or Repair Requested: _____

TO BE COMPLETED BY RIP OFFICE/MAINTENANCE PERSONNEL ONLY

Date Received: _____ Time Received: _____

Work Completed: _____

Completed: Time (hours) _____ Cost \$ _____ Date _____

Completed By: _____ Approved By: _____

Charge to Resident: YES NO

If incomplete, explain: _____

Original – Property File

Copy – Maintenance Supervisor

Copy – Tenant