

Maintenance Request Form/ Permission to Enter

Please Print Clearly

Name: _____ Date: _____

Address: _____ Unit#: _____

Contact Information:

Cell#: _____

Home#: _____

Work#: _____

Email: _____

Which is your preferred Cell Home

method of contact: Work Email

Entering the Property:

Does work require us to enter your unit? Yes No

If yes, do you authorize us to enter your unit? Yes No

If yes, are there days of the week or times of the day when

our contractors SHOULD NOT enter:

Monday Tuesday Wednesday Thursday Friday

Can we release your contact information to the contractor for scheduling purposes Yes No

When did the problem start? _____

Explain the problem: _____

Note: If you have any pictures, please attach.

Note: If permission to enter is not given, TAG will post a 24 hours Notice to Enter and inspect/effect repairs. The tenant may request that they be present. Please Indicate above, the days when you are not available for maintenance to be performed in your unit. We will endeavor to comply with your request, however the scheduling of maintenance may prevent our performing the work on the specific day you have requested.

INTERNAL USE ONLY:

Received date/time: _____

Date Maintenance Completed: _____

Maintenance Completed By: _____