



A Professional  
Property  
Management  
Company

# Maintenance Request Form

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

Describe Maintenance Issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email Address: \_\_\_\_\_

By submitting this maintenance request, I authorize New Start Home Rentals and/or all necessary repair technicians to enter the rental property to perform the necessary maintenance/repairs. I understand that I am responsible for the cost of all repairs that are less than \$200.00. I also understand that New Start Home Rentals will conduct a complete Property Inspection at this time.

Resident Signature \_\_\_\_\_

Print Name \_\_\_\_\_

## FOR OFFICE USE ONLY – DO NOT WRITE BELOW

DATE PROBLEM REPORTED: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE RESOLVED: \_\_\_\_\_

COST OF REPAIRS: \_\_\_\_\_

SOURCE FOR REPAIR: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

Email Completed Form To: [Info@NewStartHomeRentals.com](mailto:Info@NewStartHomeRentals.com)