

Bridge Residential Property Services, LLC

Maintenance Request Form

IN AN EMERGENCY, CALL **911**.

Name: _____

Property Address: _____

Phone(s) Day & Night: _____

Email: _____

Best time to call: _____

Do you give the repair contractor authorization to enter the property Monday-Friday, 9:00 AM-5:00 PM, to perform the repair? YES NO

Do you have a dog or cat? YES NO

Preferred Date and Time for repair to be made: _____

Please describe nature of the request – be as specific as possible:

If Appliance, please note: Item: _____ Make: _____ Model# _____

Our Vendor(s) will contact you and attempt to meet your timing request for repair(s).

IN ACCORDANCE WITH PARAGRAPH 18 OF YOUR LEASE, IF THE CONTRACTOR IS UNABLE TO ACCESS THE PROPERTY AFTER MAKING ARRANGEMENTS WITH YOU, YOU WILL BE LIABLE FOR ANY TRIP CHARGES INCURRED. ALSO, IF THE WORK REQUESTED IS DUE TO A CONDITION CAUSED BY YOU, YOUR FAMILY OR YOUR GUESTS, YOU ARE LIABLE FOR THE ENTIRE COST OF REPAIR, THE PAYMENT FOR WHICH IS DUE UPON COMPLETION OF THE REPAIR.

Tenant Signature Date

FOR OFFICE USE ONLY:

Received by: _____ Date: _____ Time: _____

Vendor Assigned: _____ Date: _____ Time: _____

Tenant Notified via: _____ Date: _____ Time: _____