

MAINTENANCE / REPAIR REQUEST

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. ANY FIELD LEFT BLANK WILL DELAY OUR PROCESSING OF YOUR REQUEST.

TENANT'S NAME:

PROPERTY ADDRESS:

TODAY'S DATE: OK TO USE KEY? YES NO

DO YOU NEED TO BE CALLED PRIOR TO SERVICE: YES NO

PH: HM: () - WK: () - CELL: () -

PLEASE TYPE IN A DETAILED DESCRIPTION OF THE REPAIR(S) REQUESTED. USE A SEPARATE LINE FOR EACH ITEM:

PLEASE SEND FORM VIA:

FAX TO 623-933-9139

EMAIL TO pruittmanagement@hotmail.com

DO NOT TYPE IN THIS AREA. TO BE COMPLETED BY PMC:

CALLED OUT TO: _____ PHONE: _____

CALLED OUT BY: _____ DATE: _____ TIME: _____

COMMENTS: _____
