



1128 Gum Branch Road
Jacksonville NC 28540
910-238-2083 Fax 910-238-4213

RENTAL PROPERTY MAINTENANCE/REPAIR REQUEST FORM

All maintenance/repair requests must be in writing and delivered to the landlord's address stated on the lease agreement.

Property Address: _____

Date: _____

Tenant(s) Name: _____

*Tenant(s) Phone: Cell _____ Home _____ Work _____

*The number provided must be a number that you can be reached for an appointment to be made between 9:00 am – 4:30 pm. If you know that you will not be home, the contractor will use the key from our office to make the necessary repair.

Please circle one of the following and provide the appropriate information:

Do you have a pet? Yes or No How many? _____ If yes, where is pet kept? Inside or Outside.

Do you have an alarm? Yes or No

I give permission to the landlord or its subcontractors to enter my rental home and make the necessary repairs if I am not present.

Tenant Signature

Work Requested (Please be specific and provide only one repair per numbered item):

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

For your convenience, you may fax this Repair Request Form to (910) 238-4213, or you may mail it to the address listed above. If you have not been contacted to set up an appointment within a reasonable amount of time (10 business days on non-emergency matters), please contact us.

I understand the above and acknowledge that if the repair is found to be of Tenant responsibility or cause, that I will be invoiced for part or all of the incurred charges.

Tenant Signature

Date