

Markwood Realty, LLC

Property Manager, Cheryl Markwood,
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MAINTENANCE REQUEST

Directions: Complete this form and return to the property manager, fax to 374-0342, or drop in the property drop box. You should always call 347-4720 to report request of an urgent matter.

Date: _____ Address: _____ Apartment # _____

Name of Tenant: _____

I have the following problem in my apartment: _____

Date the problem first noticed: _____

Action taken by tenant _____

Tenant Signature _____

Actions taken: _____

Internal Information

Date Received: _____

Time: _____ Received by: _____

Date Completed: _____

Invoice# _____ Cost: _____

