

Callahan Real Estate, Inc.

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MAINTENANCE REQUEST FORM

Date: _____ Home Phone: _____

Name: _____ Work Phone: _____

Address: _____ Cell Phone: _____

City/State: _____ Email: _____

Alarm? **YES / NO** Pet? **YES / NO** **CAT / DOG**

Permission to enter unit with a key? **YES / NO**

If permission is not granted, a maintenance technician will call you to set up an appointment to meet someone at the property when their schedule allows. Due to priority scheduling this could delay your maintenance.

Problem at home: (Be as specific as possible and list the location of the problem):

Appliance Manufacturer: _____ (Example: Kenmoore, Whirlpool, etc.)

Model Number: _____ Serial Number: _____

Tenant must read & sign: By signing this request I understand that I will be billed and will be financially responsible to Callahan Real Estate, Inc for the cost of the bill if the reason or cause of the problem is of no fault of the equipment. This bill will be paid in full before any other maintenance is performed at my residence. I am also swearing that I am a resident at the home and on the lease of I am not on the lease then work will not be performed.

Signed and agreed

Date