

Century 21 The Darby-Rogers Company

Phone: 386-752-6575 Fax: 386-752-5315

Maintenance Request

(ONLY RECOGNIZED RESIDENTS WILL HAVE THEIR SERVICE REQUESTS HONORED)

TENANT NAME: _____ DATE: _____

PROPERTY ADDRESS: _____

HOME TELEPHONE: _____ WORK PHONE: _____

EMAIL: _____

SERVICE REQUESTED: PLEASE BE AS SPECIFIC AS POSSIBLE

PERMISSION TO ENTER: BY SIGNING BELOW, I AM AUTHORIZING WORK TO BE COMPLETED
WITHOUT BEING PRESENT.

BY SIGNING BELOW, I AM STATING, THAT I MUST BE PRESENT FOR
THE WORK TO BE COMPLETED

PETS AT PROPERTY? _____

NOTE: Tenant(s) may be accessed a \$40.00 trip charge if multiple service requests for service that could have been performed at the first visit are received within a 30 day period. Agency will repair covered repairs as stated in your lease.

It is your responsibility to make arrangements with repairmen to have them gain entry to your home. Please remember that you will be billed for any missed appointments.

Please submit this form at office, mail, email or fax.

C21 The Darby-Rogers Company Fax: 386-752-5315

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Tenant's Signature

(Only a signed request will be honored)

Date

For Office Use:

Vendor: _____ Date/Time: _____ Schedule Day: _____

Date Completed: _____ Invoice: _____ Amount: _____