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ONLY THOSE RESIDENTS WHO HAVE THEIR RENT CURRENT WILL HAVE SERVICE REQUEST  
HONORED... PLEASE REFER TO YOUR LEASE  
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\_\_\_\_\_  
DATE ADDRESS ZIP

\_\_\_\_\_  
WORK PHONE

\_\_\_\_\_  
NAME OF RESIDENT

\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
CELL PHONE

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TO BETTER SERVE YOU: PLEASE DESCRIBE THE PROBLEM IN DETAIL  
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Residents may be assessed a trip charge if multiple service requests for similar service that could have been performed at the first visit are received within a 30 day period.

In most cases:  
An independent contractor will call you within 48 hours at the above phone numbers to arrange service.

As provided for in the lease "...Tenant agrees to promptly reimburse the landlord for any service call from the tenant's misuse of the appliance, negligence, or with unfamiliarity of controls".

Service calls are scheduled Monday – Friday between 8:00 AM to 3:00 PM and 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.

\_\_\_\_\_  
Resident's signature

(Only signed request honored)

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PM \_\_\_\_\_