



**STEWARDSHIP  
PROPERTIES**

# MAINTENANCE REQUEST

DATE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

RESIDENTS NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

BEST WAY TO CONTACT ME: \_\_\_\_\_ PHONE OR EMAIL \_\_\_\_\_

PERMISSION TO ENTER? YES /NO (CIRCLE ONE)

\_\_\_ PETS PRESENT \_\_\_ MINORS PRESENT \_\_\_ OTHER \_\_\_\_\_

TYPE OF MAINTENANCE OR REPAIR NEEDED:

\_\_\_ HEATING \_\_\_ APPLIANCE \_\_\_ DOORS/WINDOWS  
\_\_\_ PLUMBING \_\_\_ ELECTRIC \_\_\_ OTHER \_\_\_\_\_

EXPLANATION OF THE PROBLEM (S). BE SPECIFIC: INCLUDE IMPROTANT DETAILS OF THE PROBLEM AS WELL AS SPECIFIC LOCATION INSIDE OR OUTSIDE OF PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner/Agent’s Staff may conduct a preventative maintenance inspection while in the unit and to the extent practical, do any necessary repairs. If not practical, notice will be given for additional repair work.

Sign \_\_\_\_\_ Date \_\_\_\_\_