



**STEWARDSHIP
RENTALS**

MAINTENANCE REQUEST

DATE: _____ PROPERTY ADDRESS: _____

RESIDENTS NAME: _____ PHONE NUMBER: _____

EMAIL: _____ BEST WAY TO CONTACT: _____

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 _____

WOULD YOU LIKE OUR MAINTENANCE CREW TO WEAR A MASK IN YOUR HOME? YES/NO (CIRCLE ONE)

EXPLANATION OF THE PROBLEM (S). BE SPECIFIC: INCLUDE IMPORTANT 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** _____