



## NON-EMERGENCY REPAIR REQUEST FORM

DATE: \_\_\_\_\_

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

\_\_\_\_\_

TYPE OF REPAIR NEEDED: \_\_\_\_\_

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TENANT NAME: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

DOES THE SERVICE MAN NEED TO CALL FOR AN APPOINTMENT? \_\_\_\_\_

IS IT OKAY TO HAVE A SERVICE MAN ENTER USING A KEY? \_\_\_\_\_

DO YOU HAVE A PET? \_\_\_\_\_

**IMPORTANT:** ONCE THE ABOVE INFORMATION IS ON FILE, ACCESS TO THE PROPERTY WILL BE AS YOU HAVE INDICATED. SHOULD THIS CHANGE YOU MUST NOTIFY OUR OFFICE IMMEDIATELY. DON'T FORGET TO CHECK ALL BREAKERS, REPLACE ALL LIGHT BULBS, AND BATTERIES, CHECK SWITCHES AND PLUGS BEFORE REQUESTING SERVICE. UNNECESSARY SERVICE CALLS WILL BE BILLED TO YOU! **ONLY EMERGENCY CALLS ARE TO BE CALLED IN TO OFFICE.**

**DROP OF OR MAIL TO:** 150 Laishley Ct. #114, Punta Gorda FL. 33950

Phone: 941-205-2004 Fax: 941-205-2012