

Integrated Property Management

REPAIR OR SERVICE REQUEST FORM

\* ALL REQUESTS FOR PHONE, CABLE, OR OTHER SERVICES NOT PROVIDED BY MANAGEMENT, PLEASE CONTACT THE SERVICE PROVIDER DIRECTLY.

To the management of: Watercrest at Shadow Creek Ranch

Please perform repairs, installation or service in apartment no.: \_\_\_\_\_ as follows:

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

In case there are any questions, I can be reached by telephone at \_\_\_\_\_

(daytime phone) and \_\_\_\_\_ (evening phone). If I cannot be reached,

please telephone: \_\_\_\_\_ at \_\_\_\_\_

(daytime phone) and \_\_\_\_\_ (evening phone).

I understand that except in cases of imminent danger to persons or property, all requests and notices need to be in writing and delivered to the management on a business day. I also understand that I need to pay in advance for any costs for which I may be liable under the lease.

RESIDENT'S SIGNATURE

RESIDENT'S (PRINTED) SIGNATURE

DATE SUBMITTED

DATE AND TIME RECEIVED IN MANAGEMENT OFFICE

RECEIVED BY

Maintenance will contact you before they come to your apartment, if you cannot be reached or are not home, is maintenance authorized to enter your apartment: YES or NO

For Maintenance Use Only:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_