



## MAINTENANCE REQUEST FORM

Every effort has been made to assure that your apartment, its appliances and fixtures are in good condition and repairs were completed at the time of your move-in. However, from time to time, conditions will arise which require maintenance and repairs during the course of your tenancy. When the need for maintenance or repair arises, we ask that you complete this form and return it to our office.

**Please do not contact our maintenance staff directly to make a maintenance request, even if you have obtained his/her telephone number. This will help us be more responsive to tenants with a critical need.**

**FOR EMERGENCY REPAIRS CALL (269) 209-1871  
AND LEAVE YOUR NAME, PHONE NUMBER, AND ADDRESS.  
(Please see Maintenance Guidelines for Emergency Requests)**

### PROPERTY INFORMATION

Tenant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Please check the category of repair you are requesting so we can be better prepared when we call:

Heating     Air Conditioning     Plumbing     Electrical     Appliance     Exterior

Door     Basement     Window     Other (\_\_\_\_\_)

### MAINTENANCE REQUEST

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

Do we have your permission to enter?     Yes     No

Please sign and return this completed form to:

I understand that according to my rental agreement, Neighborhoods, Inc. of Battle Creek employees, contractors and any maintenance crew may enter the premises in my absence in order to investigate this request and make any needed repairs, provided I am given at least 24 hour notice except in an emergency.

Please call me at: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_