



EASTERN ILLINOIS PROPERTIES  
1010 LINCOLN AVE  
CHARLESTON, IL 61920  
217345.6210 EIPROPS.COM  
[EIPOFFICE@EIPROPS.COM](mailto:EIPOFFICE@EIPROPS.COM)

## Move in Maintenance Request Form

**On the line below, please describe any maintenance items needing repaired:**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**On the line below, please report any items previously damaged items not in need of repair:**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Please return to our office upon completion to ensure timely repairs.**

**Thank you!**