



Service/Maintenance Request

Contact Information

Name: _____

Address for repair: _____

Contact number: _____

Best time to call: _____

Best time to stop by? _____

Will someone be home: _____

If not, do we have permission to enter? Any time restrictions _____

Any pets we need to be concerned with? _____

What does the request involve?

Plumbing ()

Floors ()

Heating/AC ()

Electrical ()

Lights ()

Appliances ()

Floors ()

Common Area Concern ()

Windows ()

Description of the maintenance request:

For JackFerg Properties:

Repair Address: _____

Maintenance/Work Performed

Was the work order completed: Y/N

Completed by: _____

Date/Time: _____

If not completed, next steps and or appointment:

I agree all work from my request was completed according to the submitted maintenance request

Tenant Signature & Date

Tenant Name Printed

Tenant Signature & Date

Tenant Name Printed