



408 Jason Drive, Suite 101
 Richmond, KY 40475
 (859) 624-3545

Maintenance Request

DATE RECEIVED _____

Nº 1500

TIME _____

RECEIVED BY _____

LOCATION _____

NO. _____

TENANT _____

PHONE _____

WORK REQUESTED

AUTHORIZATION TO ENTER OCCUPANT'S ABSENCE? YES NO

TENANT SIGNATURE _____

Unnecessary trip charges \$50.00. If an appointment is made for maintenance and tenant is not there you will be charged \$50.00 per employee.

STAFF	DATE	TIME IN	TIME OUT	TOTAL TIME	RATE	COST
QUANTITY	MATERIALS & OTHER					
					TOTAL	

REMARKS _____

- JOB COMPLETE
- NOT COMPLETE