



MAINTENANCE SERVICE REQUEST

(ONLY FORMS FILLED OUT COMPLETELY BY A RECOGNIZED RESIDENT WILL HAVE THEIR SERVICE REQUESTS HONORED)

Tenant Name: _____ Date: _____

Property Address: _____

Work Phone #: _____ Home Phone #: _____

Cell Phone #: _____ Email Address: _____

SERVICE REQUESTED: (Please be as specific as possible and include locations)

PERMISSION TO ENTER: (Please check the appropriate box)

- By signing below I am authorizing work to be completed **WITHOUT** being present.
- By signing below I am stating that I **MUST BE PRESENT** for the work to be completed.
- By signing below I am stating that an **APPOINTMENT MUST BE MADE** in advance or work being completed.

PETS AT PROPERTY?: (If yes, what type?)

NOTE:

- Tenant(s) may be assessed a service call fee if multiple service requests for service that could have been performed at the first visit are received within a 30 day period.
- Requests will be completed on average within 24-48 hours from the time we receive the request. If you have checked the above box stating that you authorize us to complete the work without you being present a phone call will not be made.
- The hours that maintenance work will be completed will be between 9am and 4pm Monday - Friday (we are closed on the weekends)
- You will be billed for any missed appointments.
- If the maintenance item is causing a leak or any problem into another unit above or below you, please refrain from using it until the repair person has completed the work.

Please submit form to **The Littleton Real Estate Company** either by email or fax:

The Littleton Real Estate Company
1501 W. Campus Drive #M
Littleton, CO 80120
Phone: 303-730-8170
Fax: 303-730-0221
Maintenance Email: maintenance@lreco.com

Tenant Signature _____

Date _____

Need Estimate: Yes: _____ No: _____

Maintenance Person: _____

Called: _____ Faxed: _____ Emailed: _____

Tenant called after service request completed: _____ Date: _____