



MAINTENANCE SERVICE REQUEST

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

Tenant Name: _____ Date: _____

Property Address: _____ Home # _____

Work Phone: _____ Cell #: _____

Email Address: _____

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

PERMISSION TO ENTER: (Check 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 of work being completed.

PETS AT PROPERTY? IF YES: 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.
- We will call the day before service request is to be performed. If a message is left for you and you do not call by 8 am the morning of service, we will assume it is ok to do the work.
- You will be billed for any missed appointments
- If the maintenance item is causing a leak or any problems into another unit above or below you, please refrain from using it until the repair person has completed the work.

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

Littleton Real Estate Company
 5808 S. Rapp St. #107
 Littleton, Co. 80120
 303-730-8170
 FAX: 303-730-0221
 Maintenance Voice Mail: 303-380-4183
 Maintenance Email: maintenance@lreco.com

Tenant Signature:

Date:

Need Estimate: Yes: _____ No: _____

Maintenance Person: _____ Date: _____

Called: _____ Faxed: _____ E-mailed: _____

Tenant called after service request completed: _____ Date: _____