



Maintenance Request Form

RENT PAYMENTS ARE DUE ON THE 1ST OF EACH MONTH, PAYABLE TO: Executive Home Rentals

Property Address: _____

No Maintenance is required at this time.

DATE: _____

Describe Maintenance Problem: _____

Tenant Telephone Number: HOME _____ WORK _____ CELL _____

E-mail Address _____

By submitting this maintenance request, I authorize Executive Home Rentals® and/or all necessary repair technicians to enter the rental property to perform the necessary maintenance/repairs. I understand that I am responsible for the cost of all repairs that are less than \$175.00. I also understand that Executive Home Rentals® will conduct a complete Property Inspection at this time.

Tenant Signature _____

Print Name _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW

DATE PROBLEM REPORTED: _____

ACTION TAKEN: _____

DATE RESOLVED: _____

COST OF REPAIRS: _____

SOURCE FOR REPAIR: _____

NOTES: _____
