

## MAINTENANCE REQUEST FORM

Complete this form in its entirety and provide it to your Resident Manager. If there is not a Resident Manager on-site, fax, mail, or bring the form to the Prime Asset Management business office.

Name of Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Maintenance Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- ▶ Requested maintenance/repair will be completed within 14 business days.
- ▶ Under the law, a request for maintenance does not require the owner or agent to provide 24-Hour Notice of Intent to Enter Dwelling Unit. *Your request serves as your notice that the unit will be entered during normal business hours (Mon-Fri 8am-6pm) for the purpose of providing service.*
- ▶ To be notified of the date and approximate time of arrival of service providers, mark the box below:
  - Please notify me of the date and approximate time that service will be provided.

|                      |         |                     |
|----------------------|---------|---------------------|
| Date Work Completed: | Vendor: | Manager's Initials: |
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