

*John Vesco Real Estate Rentals - RE/MAX Homestead*

*302 E Main Street*

*Suite 1A*

*Havelock, NC 28532*

**Maintenance Request Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please describe Problem in full Detail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Repairs on appliance(s) please list:

Make/Model of Appliance: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Model Number: \_\_\_\_\_

Other: \_\_\_\_\_

Do we have authorization to enter the premises if no one is home?

YES

or

NO

\_\_\_\_\_ If you have scheduled an appointment for maintenance to be performed and we are unable to gain access to the property, you will be charged \$50.00 for the service call.

(by initialing by this statement, you are aware that you will be charged an inconvenience fee from the vendor.)

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

For Office Use Only:

Date & Time Submitted: \_\_\_\_\_

Date Maintenance Scheduled: \_\_\_\_\_

Date Maintenance Completed: \_\_\_\_\_

Vendor Name: \_\_\_\_\_