



Resident Maintenance Request

How to Submit Your Maintenance Request:

1. Complete the electronic version online at www.TheEdwardsCompanies.com
or
2. Email this form to info@theedwardscompanies.com

(Please Print)

DATE OF REQUEST: _____

Resident Name: _____

Address: _____

Contact Phone #: _____ (best number to reach you)

Alternate Phone #: _____

E-Mail: _____

REQUESTED DATE (for work): _____

REQUESTED TIME: _____ (Please provide 2 days advanced notice)

IS IT NECESSARY TO CALL FIRST? • Yes • No

CAN WE GIVE OUT A KEY? • Yes • No

DO YOU HAVE A PET? • Yes • No

DESCRIPTION OF PROBLEM: (Please provide as much detail as possible)

*By completing this form, I request, and give my permission for the appropriate maintenance technician to enter my residence to repair the item(s) listed below. If our maintenance technician cannot gain access by reasons within your control, there will be a minimum \$85 trip charge billed to your account. ** Please be sure to be familiar with the terms of your lease, items that are your responsibility (clogged drains, tripped circuit breakers, etc.) will be charged back to the resident. Unnecessary maintenance requests, at the sole discretion of the maintenance technician, will also be charged back to the resident.

X _____

Resident Signature

For Office Use Only:

Received: _____ (date)

By: _____



W/O issued: # _____
Vendor/Maint Technician: _____