

MARANVILLE REALTY

WORK REQUEST

ALL MAINTENANCE REQUEST MUST BE RECEIVED IN WRITING ON THIS FORM UNLESS IT IS AN EMERGENCY I.E. PLUMBING, HEATING, ELECTRICAL.

MAIL TO: MARANVILLE REALTY, INC. 3090 S. JAMAICA COURT #312, AURORA, CO 80014. FAX: 303-745-7201. EMAIL ADDRESS: rentalworkorder@aol.com
FOR MORE WORK REQUEST FORMS PLEASE CALL 303-745-3505.

Date _____

Property Address _____

Requested by _____ **Home phone** _____

Work phone _____

Work request: _____

May a key be used? _____

Are you aware that if the work request is found to be occupants responsibility, you will be billed for the charges: _____

If the maintenance item is electrical or causing a leak into a lower unit, please refrain from using it until the repairperson has completed the work.

You will receive a call from the appropriate maintenance person to schedule a time for the work to be completed. You are responsible for setting the time to meet them at the property. If you miss the scheduled appointment you will be responsible for the service fee.

FOR OFFICE USE ONLY

Remarks: _____

Request approved by: _____ Disapproved by: _____

Tenant notified by: _____ Date: _____ Time: _____

Maintenance Person: _____ Date: _____

Owner Y/N

Book Y/N