



Resident Maintenance Request Form

Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail address: _____

Reminder: Residents are fully responsible to maintain and repair the following items at the Residents expense; A/C Filters, A/C Drain Line Clogs, Washer/Dryer, Pest Extermination, Lawn & Shrubbery, Microwave, Swimming Pool and Hot Tub (if any), Water Conditioners, Plumbing, Smoke Detectors, Locks, Window Locks and Glass Breakage.

Reminder: Administrative Maintenance Fee- Residents are required to pay \$50.00 each as a maintenance administrative fee to Rental Home Management Services, Inc. for every maintenance service or repair items requested, as outlined in your lease. You must turn in the \$50.00 administrative fee with your maintenance request form.

<u>Maintenance Items Requested</u>	<u>Admin Fee</u> <u>\$50.00 Each</u>
1. _____ _____	_____
2. _____ _____	_____

Total Maintenance Administrative Fee Due: \$ _____

I/we the tenants of the above referenced property do hereby request he maintenance and repair items we have listed to be completed as soon as possible. I/we understand and agree that we shall pay the \$50.00 maintenance administrative fee for each of the above requested items, as outlined in our lease agreement.

X _____
Tenant

X _____
Tenant