

MAINTENANCE REQUEST FORM

Tenant Name _____ Date _____

Property Address _____

Phone () _____ Alternate Phone () _____

Have you reported this problem before? Yes _____ No _____

Do you have pets? Yes _____ No _____

(If yes, please ensure your pet is restrained)



Please describe the problem:

- Be as specific as possible – include room/location
- Tell us what you have already done to try and fix the problem (if applicable)

Service calls will be scheduled as soon as possible. They will be between 9am and 5pm. You do not have to be present. We will call you at the number provided with the time and date of the appointment.

You will be charged for repairs if:

- The damage or repairs were caused by you (clogged garbage disposal/toilet, misused appliance, etc.)
- If the repair is your responsibility per your lease agreement (replacing smoke detector batteries, flipped breakers, replacing light bulbs, etc.)
- If your refuse or restrict access to the property when requested.

By submitting this Maintenance Request Form you agree to these Terms and Conditions and all provisions in your Lease Agreement. Submission of this form by one resident implies the consent of all residents on the lease.

Remit this form to the BHome Properties office at 200 W. Illinois Ave.