

TENANT MAINTENANCE REQUEST

Arizona Rentals and Concierge Services
14245 W. Grand Avenue, Suite 2, Surprise, AZ 85374
Office: 623-209-1656 Fax: 623-209-1655

TODAY'S DATE: _____

RENTAL ADDRESS: _____

TENANT'S NAME: _____

HOME PHONE: _____ WORK PHONE: _____

CONTACT PHONE: _____

BEST TIME TO CALL: _____

AUTHORIZATION TO ENTER PROPERTY WHEN OCCUPANT IS ABSENT:

YES BETWEEN _____ NO

PLEASE DESCRIBE YOUR WORK REQUEST (BE SPECIFIC) _____

TENANT AGREES TO PAY A SERVICE FEE CHARGE IF AN APPOINTMENT IS MADE AND THE WORK CANNOT BE DONE DUE TO LACK OF ACCESS TO THE PROPERTY. IF THE REPAIR IS DUE TO TO TENANT NEGLIGENCE, THE TENANT MAY BE RESPONSIBLE FOR PAYMENT AS IS STATED IN THE LEASE.

TENANT SIGNATURE _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____

REPAIR DENIED, REASON _____
REPAIR IS COSMETIC AND IS NOT THE RESPONSIBILITY OF THE OWNER

REPAIR IS APPROVED, REASON _____
WORK ORDER NUMBER AND DATE _____
ASSIGNED VENDOR NAME _____

