



Professional Property Management

Dominique V. Higa, Broker

Date Rec'd: _____
File # _____
Agents Initials _____
Brokers Initials _____



Residential Properties

RESIDENT MAINTENANCE REQUEST

NAME: _____ DATE: _____

PROPERTY ADDRESS: _____

BEST CONTACT PHONE NUMBER?: _____ ☐ HOME ☐ CELL ☐ WORK

EMAIL ADDRESS: _____

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE MAINTENANCE REQUEST:

PLEASE NOTE: IF THERE IS NOTHING MECHANICALLY WRONG OR IF IT IS RESIDENT INDUCED, YOU WILL BE CHARGED \$45.00 (MINIMUM) FOR THE TRIP. IF THIS IS FOR ANY KIND OF WATER LEAK, WE HAVE PERMISSION TO ENTER DUE TO IT BEING AN EMERGENCY.

DOES THE REPAIRMAN HAVE PERMISSION TO ENTER IF YOU'RE NOT HOME?: _____

(PLEASE PROVIDE THE 'PERMISSION TO ENTER' FORM UPON REQUEST)

IF THE PROPERTY IS FOUND UNSECURED, WE WILL SECURE IT BEFORE LEAVING!

IF WE FIND MINOR CHILDREN HOME ALONE, WE WILL NOT ENTER THE PROPERTY!
(YOU WILL BE CHARGED \$45.00 (MINIMUM) FOR THE TRIP)

IF WE FIND YOUR PET(S) NOT CONTAINED, WE WILL NOT ENTER THE PROPERTY!
(YOU WILL BE CHARGED \$45.00 (MINIMUM) FOR THE TRIP)

WOULD YOU LIKE A SPECIFIC APPOINTMENT?: ☐ YES ☐ NO

WHAT DAY?: _____ WHAT TIME?: _____
(THERE IS A CHARGE FOR CUSTOM SCHEDULING!)

Resident Signature

Date