

## K&J Property Services, LLC. Maintenance Request Form

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Our goal at K&J Property Services, LLC .is to provide you with prompt service. Your maintenance request is important to us as we want to take care of your problem as quickly as possible. Please read entire form, be specific in your answers and note the "tenant responsibilities" as part of this submission. Routine maintenance requests are processed during normal business hours only. After we receive your request, your Property Manager will contact you within 48 business hours. If you don't hear from your Property Manager, please call our office to follow up. With this submission you agree to the "Tenants Responsibilities."

**Tenant Responsibilities:**

Tenant must be available for scheduled maintenance calls. Missed Appointments: You will be responsible for the payment of any service call charged for: a) a missed appointment, b) not providing access to your unit when requested, c) not following other instructions as you agreed that results in the service agent not gaining entry to the property.

**Maintenance responsibilities:** By submitting this work request, the resident acknowledges that if the repair is found to be due to misuse, or failure to perform required routine maintenance task, the tenant will be responsible for payment of the repair, as per the lease agreement.

To help us provide you with a quick response, please be as specific as possible when describing your problem. Requests that are not specific (such as "stove not working") will delay our response while we contact you for clarification. NOTE: Failure to complete all parts of the maintenance request form could also delay your request. You may fax this request to 407-792-4770 or email it to [k.n.jpropertieservices@gmail.com](mailto:k.n.jpropertieservices@gmail.com)

Please accept my request for maintenance:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Co-Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is there an alarm? \_\_\_\_\_ Are there animals present? \_\_\_\_\_ Permission to enter? \_\_\_\_\_

Please describe the problem in full detail. Use reverse side if necessary: \_\_\_\_\_