

MAINTENANCE REQUEST

Date _____

Name _____

Address _____ Apt # _____

Email Address _____

Phone: Day _____ Evening _____

Do you have pets? Yes No If so, what kind? _____

Request:

I DO NOT GIVE PERMISSION TO ENTER WITHOUT MY PRESENCE. I MUST BE PRESENT DURING THE REPAIR APPOINTMENT

-----OR-----

I GIVE LAPHAM COMPANY, AND/OR LAPHAM'S AUTHORIZED THIRD PARTY INDEPENDENT CONTRACTOR, PERMISSION TO ENTER MY DEWELLING WHILE I AM NOT THERE TO COMPLETE THE ABOVE REQUESTED REPAIRS

SIGNATURE

DATE

(OFFICE USE ONLY)

Vendor Called _____ # _____

Date Called _____

Notes/Follow up:

