



323 S Mill Street
Manning SC 29102
803-433-7368

MAINTENANCE REQUEST FORM

All general maintenance requests must be reported to this office in writing. In order for repairs or maintenance to be attended to complete this form and fax, email or bring back to our office. Fax to 803-433-7368 or email to lisabairrentals@hotmail.com.

Date: _____ Name: _____

Property Address: _____

Home Phone: _____ Cell: _____

Work: _____ Email address: _____

Description of maintenance needed: _____

Do you have pets? Yes / No Type of pet? _____

All pets must be contained in a crate when maintenance is there.

If you schedule a specific time for work to be done and we are unable to gain access to the unit you will be charged for the service call.

I understand that by submitting this request, I am giving the landlord, agents and/or repairman permission to enter my home as necessary to inspect the work requested above and complete the work as may be required if the landlord or agents deems it necessary.

Sign: _____ Date: _____ Time: _____

THIS SECTION FOR OFFICE USE ONLY:

Received by: _____ Date: _____ Time: _____

Emailed () Faxed () Dropped off () Work order given to: _____

Charge cost to tenant? Yes () No () Amount: \$ _____ Checked smoke detectors? Yes / No

Reason for charge: _____