

# Maintenance Request Form

**Eagle Real Estate and Property Management, INC.**

**7177 Brockton Ave. #332 Riverside, CA 92506**

**Office: 951-684-4132 Fax: 951-684-4131**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Message Phone: (\_\_\_\_\_) \_\_\_\_\_

Please describe the request in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a pet in the home? \_\_\_\_\_ If so, what kind? \_\_\_\_\_

Resident Signature: \_\_\_\_\_

**Please note:** Policy will not allow maintenance to enter the unit if only minor(s) are present. As stipulated in your lease, any alterations to the property must be in writing. Use this form to request any repair orders. Submit to the office. For emergency repairs, please refer to the number(s) provided on your move-in folder.

<b>FOR OFFICE USE ONLY</b>
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Assigned To: \_\_\_\_\_

Follow-Up: \_\_\_\_\_

Date to Maint. \_\_\_\_\_

\_\_\_\_\_

Close Date: \_\_\_\_\_

\_\_\_\_\_