

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: _____

Phone: (_____) _____ 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.

FOR OFFICE USE ONLY

Assigned to: _____ Date to Maintenance: _____

Email [] Talk/Text [] Voicemail [] Close Date: _____

Follow up: _____