

**MAINTENANCE & REPAIR REQUEST**

**Please complete, save and email to info@pmpor.com.**

DATE: Click here to enter a date. PROPERTY NAME / NUMBER: Click here to enter text.

CITY: Click here to enter text. STATE: OR ZIP: Click here to enter text.

RESIDENT NAME(S): Click here to enter text. Click here to enter text. Click here to enter text.  
 Click here to enter text. Click here to enter text. Click here to enter text.

BEST WAY TO CONTACT ME:  PHONE: Click here to enter text.   
  EMAIL: Click here to enter text.

ENTRY CONCERNS: **MINORS:**   YES  NO   
 **PETS:**   YES  NO If yes, number & type: Click here to enter text.   
 **OTHER:**  Click here to enter text.

**TYPE OF MAINTENANCE OR REPAIR NEEDED:** Heating  Appliance  Doors / Windows  Plumbing  
 Electric  Other Click here to enter text.

Exact nature of problem and cause (if known). **Be SPECIFIC!**Click here to enter text.

Resident agrees that this written request authorizes Owner/Agent to enter the Premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after seven (7) days unless the repairs/maintenance are in progress and Owner/Agent is making reasonable effort to complete the repairs/maintenance, in which event Resident authorizes entry at reasonable times in excess of seven (7) days until such repairs/maintenance are completed.  
  
By signing this request, Resident also agrees that Owner/Agent’s staff may conduct a preventative maintenance inspection while in the unit and, to the extent practical, do any necessary repairs. If it is not practical to perform the repairs in conjunction with the repairs requested by Resident under this Maintenance & Repair Request, a new notice of entry will be given for the new repair work.

Premier Management Professional, LLC requires that you certify your request by submitting an electronic signature. To certify your request, please provide your electronic signature by typing your name and adding a date below. I certify that all of the above information is accurate and true to the best of my knowledge.

**RESIDENT: XClick here to enter text.** **DATE:** Click here to enter a date.