

## Repairs and Maintenance Request Form

All maintenance requests **MUST** be received in writing (emergencies call: 262-227-7107)

Email form to: **maintenance@yoder.rentals**

### DETAILS

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

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

Tenant name: \_\_\_\_\_

Tenants contact no.: \_\_\_\_\_

### MAINTENANCE

Plumbing

Electrical

General repairs

Other, specify: \_\_\_\_\_

Appliance model # (if applicable), (may take a pic/text to (262) 227-7107): \_\_\_\_\_

### COMMENTS

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### ACCESS TO PROPERTY

Preferred contact method?

Text

Call

Email

CONTACT: \_\_\_\_\_

### OFFICE USE ONLY

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

URGENT \_\_\_\_\_

NOT URGENT \_\_\_\_\_

Tradesperson assigned / notified: \_\_\_\_\_

Expected completion date: \_\_\_\_\_

Completion date: \_\_\_\_\_