

# Century 21 The Darby-Rogers Company

Phone: 386-752-6575 Fax: 386-752-5315

## Maintenance Request

(ONLY RECOGNIZED RESIDENTS WILL HAVE THEIR SERVICE REQUESTS HONORED)

TENANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SERVICE REQUESTED: PLEASE BE AS SPECIFIC AS POSSIBLE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMISSION TO ENTER:  BY SIGNING BELOW, I AM AUTHORIZING WORK TO BE COMPLETED WITHOUT BEING PRESENT.

BY SIGNING BELOW, I AM STATING, THAT I MUST BE PRESENT FOR THE WORK TO BE COMPLETED

PETS AT PROPERTY? \_\_\_\_\_

NOTE: Tenant(s) may be accessed a \$40.00 trip charge if multiple service requests for service that could have been performed at the first visit are received within a 30 day period. Agency will repair covered repairs as stated in your lease.

It is your responsibility to make arrangements with repairmen to have them gain entry to your home. Please remember that you will be billed for any missed appointments.

Please submit this form at office, mail, email or fax.

C21 The Darby-Rogers Company Fax: 386-752-5315

Jeb Stewart [jeb@jebstewartrealestate.com](mailto:jeb@jebstewartrealestate.com)

Michael Myles [mikesmyles@gmail.com](mailto:mikesmyles@gmail.com)

Mitchell Lee [mitchelllee1121@gmail.com](mailto:mitchelllee1121@gmail.com)

Tiffany Ward [tward1972@att.net](mailto:tward1972@att.net)

Kerri McKenzie [buyoutdoorlife@gmail.com](mailto:buyoutdoorlife@gmail.com)

\_\_\_\_\_  
Tenant's Signature

(Only a signed request will be honored)

\_\_\_\_\_  
Date

For Office Use:

Vendor: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Schedule Day: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Invoice: \_\_\_\_\_ Amount: \_\_\_\_\_