



MAINTENANCE REQUEST

DATE: _____ PROPERTY ADDRESS: _____

TENANT NAME: _____ TENANT SIGNATURE: _____

PHONE NUMBER: (Days) _____ (Eves) _____

EMAIL ADDRESS: (Days) _____ @ _____ (Eves) _____ @ _____

MAINTENANCE REQUEST: *Please circle applicable choice(s):*

- Facilities (minor repairs – replace 1+ loose floor tiles, change door handles or locks, etc.)
- Plumbing (kitchen – bathroom [master bath – main bath – basement bath])
- Air conditioning (central air / individual A/C unit)
- Heating (vents – main furnace) General construction/remodeling services
- Electrical Painting
- Cleaning Other

First date of occurrence: _____

If this maintenance request is an emergency, please also call our office at (816) 444-3363.

Emergencies are: Flood, major plumbing problem, electrical, fire, refrigerator (not working).

Air conditioning/heat is not an emergency, but we will try to get our repair person out to the property ASAP. If this incident has occurred after your initial walk-through and is not ordinary wear and tear, please remember that according to your lease, you are responsible for the first \$100 in repairs.

Makeda Group, Inc.

**P.O. Box 280134
Kansas City, MO 64128-0134
Tel: (816) 444-3363
Fax: (816) 444-3363**

Website: <http://www.makedagroupinc.com>