



[www.REISinvest.com](http://www.REISinvest.com)  
[www.REIS4rentbyowner.com](http://www.REIS4rentbyowner.com)

“Creating Wealth through Real Estate”

Investment RE - LLCs - IRAs - Property Management

**MAINTENANCE REQUEST FORM**

**If this is a life threatening emergency please contact 911. Contact our office direct if this is a safety issue. If you email or fax this form to us it is your responsibility to follow up & make sure we received the request**

Date \_\_\_\_\_

Manager \_\_\_\_\_ REIS Office \_\_\_\_\_

Resident Name \_\_\_\_\_

Rental Address \_\_\_\_\_ Prop # \_\_\_\_\_

**Contact Information:**

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

May we call you at Work? # \_\_\_\_\_ Email: \_\_\_\_\_

**Entering the Property:**

Do we have your permission to enter if you are not home? \_\_\_\_\_

Is there a time the Contractors **SHOULD NOT** enter Mon thru Fri. 8:30AM to 5:50PM? \_\_\_\_\_

**Minors must be accompanied by an adult if you allow Contractor to enter. If you have Pets please restrain them.**

When did the problem start? \_\_\_\_\_ Explain the Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Visit our website at [www.REISinvest.com](http://www.REISinvest.com) for the office nearest you