

# Maintenance Request Form

Submit this form for non-emergency repairs. For urgent issues call or text 608-630-7462.

## Tenant Information

Tenant Name	_____	Unit / Apartment #	_____
Phone Number	_____	Email Address	_____
Property Address	_____	Date of Request	_____

## Request Details

### Area / Location of Issue

- Kitchen
- Bathroom
- Bedroom
- Living Room
- Hallway / Common Area
- Laundry Area
- Parking / Exterior
- Other (describe below)

### Category of Issue

- Plumbing / Leak
- Appliance
- Electrical
- Heat / A/C
- Door / Lock / Window
- Pest / Rodent
- Flooring / Walls
- Other

### Priority Level

- Urgent — safety/health risk
- High — affecting daily use
- Normal — inconvenient but manageable
- Low — minor, no rush

## Description of Issue

Please describe the problem in detail. Include when it started and any steps already taken.

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## Entry Permission

Landlord may need to enter your unit to complete repairs. Please indicate your preference:

- You may enter at any reasonable time without additional notice
- Please contact me first to schedule a specific time
- I prefer to be present during repairs
- Entry during work hours (8am–5pm) is fine without additional notice

Best Time to Reach Me

\_\_\_\_\_

Best Contact Method (call/text/email)

\_\_\_\_\_

### Tenant Signature

By signing below, I confirm the information above is accurate and authorize Barrales Properties LLC to enter the premises as needed to address this request.

**Tenant Signature**

**Print Name**

**Date**

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

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

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

For Office Use Only		
Date Received:	Assigned To:	Target Completion:
Status:	Cost:	Notes: