

LOFFMAN
Realty & Property Management
MAINTENANCE REQUEST FORM

Today's Date: _____

Tenant Name: _____

Address/apartment # _____

Best phone number to reach you: _____

Your email address: _____

Maintenance work needed:

Please describe the maintenance required and the area - example: kitchen, bathroom, etc...

Will you be home between the hours of 8am - 5pm? _____

Do we have permission to enter your unit with the manager's key while you are not at home? yes no

Tenant's Signature: _____ Date: _____

Fax request to: 916-543-4441 or
Email to: Debbie@LoffmanRealty.com

Office use only

Date completed: _____

By: _____