



### Maintenance Request Form

In order for us to serve you better, and more efficiently, we will need to have all normal repairs and maintenance requests mailed or given to us in writing on this form. If you have an emergency that may affect your safety, please call us immediately at 778-5181.

Please Complete Each Line

**Tenant Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone (home):** \_\_\_\_\_ **(work):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Work Requested:**

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

Are you aware that if the work requested is found to be a tenant responsibility, you will be billed for the charges? Answer: \_\_\_\_\_

If we are unable to reach you, may we use a key to enter? Answer: \_\_\_\_\_

If you have no phone and are denying access with key, please give us a time when you will be available:

Answer: \_\_\_\_\_

If you have any questions or concerns regarding this maintenance request or others submitted please call or email us at info@ram-enterprises.com

Thank You

|                          |                     |              |                        |
|--------------------------|---------------------|--------------|------------------------|
| Vendor name: _____       | Phone number: _____ | Date: _____  | O.C.: Date/time: _____ |
| <u>Follow up</u>         |                     |              |                        |
| Tenant: Date/time: _____ | Vendor: _____       | Owner: _____ |                        |
| Comments:                |                     |              |                        |
| <b>Office Use Only</b>   |                     |              |                        |