

MAINTENANCE REQUEST

Please complete the form below to request a repair needed at your property. If the repair is an emergency, please call our office at (252) 331-1300. Fill out the form to the best of your knowledge. Required fields are designated with an asterisk.

Please keep in mind that all repairs must be authorized by the landlord before ANY work is completed. This may take a few days. The property manager must receive the proper estimates and authorization before the work may be completed. Your patience is greatly appreciated.

We must have a valid working phone number to reply to this request, please include your most recent phone number!

General Information:

- * Name: _____
- * Address: _____
- * Best Phone # to reach you: _____
- Email address: _____

Repair Information:

*Please provide a detailed description of the repairs needed:

*How long has this been a problem? _____

If this is an appliance repair, please provide the following:

Make: _____ Model: _____