



PONDVIEW PROPERTIES, L.L.C.

PROPERTY MAINTENANCE/REPAIR REQUEST

Date: _____

Property Address: _____ City: _____

Tenant's Full Name: _____

Home Phone: _____ Cell: _____ Work: _____

Email: _____

Best way and time for us to communicate with you: _____

Problem(s) [please be as **specific** as possible]:

Best time to make repairs: _____ in the morning, or _____ in the afternoon

Other comments:

I hereby authorize entry by authorized representatives of Landlord to perform the maintenance or repair requested to the rental property listed in my absence, unless otherwise stated above.

"Tenant"

FOR MANAGEMENT'S USE

Work Assigned: _____ Work To Begin: _____

Total Time Spent: _____ hours

Date Completed: _____ By: _____

Unable to Complete On: _____, because: _____

Notes and Comments:

Date

Property Manager