

**Southern Key Properties, Inc.**  
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Crestview, Fl. 32539  
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Maintenance Request  
"Must be signed by the tenant to be honored"

**Property Access Information:**

\_\_\_\_\_ Appointment required \_\_\_\_\_ Release key to vendor \_\_\_\_\_ Security system disabled

**Property Address:** \_\_\_\_\_ **Tenant's Name** \_\_\_\_\_

**Tenant's contact information:** work: \_\_\_\_\_ cell: \_\_\_\_\_ home: \_\_\_\_\_

**Description of problem**

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

- |  |                        |
|--|------------------------|
| <input type="radio"/> HVAC               | <b>Make:</b> _____     |
| <input type="radio"/> Locks              | <b>Model:</b> _____    |
| <input type="radio"/> Pest Control       | <b>Serial #:</b> _____ |
| <input type="radio"/> Plumbing           |                        |
| <input type="radio"/> Pool               |                        |
| <input type="radio"/> Roof/Gutter        |                        |
|  |                        |
| <input type="radio"/> Appliance          | <b>Make:</b> _____     |
| <input type="radio"/> Carpet             | <b>Model :</b> _____   |
| <input type="radio"/> Chimney            | <b>Serial#:</b> _____  |
| <input type="radio"/> Electrical         |                        |
| <input type="radio"/> Door (s)           |                        |
| <input type="radio"/> Garage door        |                        |
| <input type="radio"/> Garage door Opener |                        |
|  |                        |
| <input type="radio"/> Security/fire      | <b>Make:</b> _____     |
| <input type="radio"/> Septic system      | <b>Model:</b> _____    |
| <input type="radio"/> Sprinkler system   | <b>Serial #:</b> _____ |
| <input type="radio"/> Window (S)         |                        |
| <input type="radio"/> Other:             |                        |

**(If there are any pets on the premises, please secure.)**

**Please Read & Sign:**

I/we authorize the release of my/our contact information & premise key for the purpose of allowing an authorized maintenance person to service this request during the hours of 8:00 am thru 5:00 pm Monday thru Friday.

Per the terms of my/our lease, I /we agree that any repair performed resulting from tenant negligence, abuse or neglect that no repair is required resulting from the service call, Tenant hereby agrees to pay invoice within 15 days.

If an appointment is scheduled, Tenant agrees that the vendor will be entitled to a \$45.00 trip charge for an appointment where Tenant does not meet vendor at specified time or re-schedules an appointment with less than 24 hr notice. Tenant hereby agrees to pay trip charge within 15 days.

**Tenant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_