



Maintenance Request Form

Request should be faxed, mailed or hand-delivered to
Preferred Property Management at: 11355 S. Parker Road, #101, Parker, 80138
Phone: (720) 842-1833 – Fax: (720) 851-8971

Resident's Name: _____	Date: _____	
Address _____	Apt# _____	City _____
Home Phone _____	Work Phone _____	
Cell Phone _____	Email _____	
Tenants Signature: _____	Pets? _____	

Maintenance Requested (describe trouble and special instructions)

AUTHORIZATION: Owner/Agent/Service person(s) are authorized to enter unit if Resident(s) is not home unless instructions have been given to the contrary.
_____ If verbal, taken by: _____ Date: _____
Signature of Resident(s)

For Office Use Only

Work Completed By: _____	Date: _____
Action Taken: _____	
Charge Cost to Resident: _____ YES _____ NO	Amount: _____
Reason to Charge: _____	
Property Manager: _____	Date: _____

Tenants may be assessed a \$40.00 trip charge if multiple service requests for service that could have been performed at the first visit are received within a 30 day period.