



Chapman Properties, Inc.

4619 W. Emerald, Ste. 101
Boise, ID 83706
(208) 336-5111 Office (208) 336-1965 Fax

www.chapmanproperties.net or chapmanprop@cableone.net

FULL SERVICE
PROPERTY MANAGEMENT
SINCE 1985

MAINTENANCE REQUEST FORM

Today's Date: _____ Tenant Name: _____

Property Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Email Address: _____ Best Way to Contact Me _____

Have you reported this problem before? Yes _____ No _____

Do you have pets in the house? Yes _____ No _____

Describe the problem:

- Be as specific as possible – include room/location
- Tell us what you have already done to try and fix the problem (if applicable)
- Provide ALARM CODE (if applicable)
- **For appliance problems** include make, model, and serial number

You may also use the back of this form if further information is needed

Do we have permission to enter the house to make these repairs? Yes _____ No** _____

**If you answer NO, then a Resident over the age of 18 must be home from 8:00 am to 5:00 pm on the assigned service call day.

Service calls are scheduled within 7 days of submitting this request.

Homes under a builder's warranty may take longer than 7 days.

You will be charged for the repair cost (including trip charges):

- If damage or repairs were caused by you (clogged garbage disposal/toilet, misused appliance, etc.);
- If repair is your responsibility per your Residential Lease Agreement (replacing smoke detector batteries, flipped breakers, replacing light bulbs, etc.);
- If you miss an appointment with a contractor assigned by Chapman Properties or any other vendor;
- If you refuse or restrict access to the house when requested.
- Additional charges may apply.

By submitting this Maintenance Request Form you agree to these Terms and Conditions and all provisions in your Residential Lease Agreement. Submission of this form by one resident implies the consent of all residents on the lease.

Remit this form to CP, Inc. by Fax (208) 336-1965, Email (chapmanprop@cableone.net) or bringing it to our office at 4619 W Emerald, Ste. 101