



Maintenance Request

All non-emergency maintenance requests are required to be made in writing.
 You can fax, email (fixit@aplacelikehome.com), or mail this form to our office.

Residents' Names: _____

Property Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Please list your maintenance request below, giving as much detail as possible.

<u>Location of Issue</u>	<u>Date Issue Began/Occurred</u>	<u>Description of Problem</u>
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

Do you have pets? Yes No | If yes, where will they be secured? _____

Although Maintenance Requests are processed by Oz Accommodations, Inc., please expect a call from one of our licensed and bonded vendors who will service your request. These professional service providers will schedule the appointment with you in order to address the issues listed above. They are contracted to perform only work authorized before their arrival at your residence. If you have additional Maintenance Requests, you will need to complete another Maintenance Request with Oz and wait for another appointment to be scheduled.

Signature: _____ Date: _____

Signature: _____ Date: _____