

Oakridge Properties, LLC ~ MAINTENANCE REQUEST

DATE: _____

APARTMENT NUMBER: _____

TENANT NAME: _____

THE PROBLEM IN MY APARTMENT IS:

#1 _____

This problem started on ____/____/____

#2 _____

This problem started on ____/____/____

#3 _____

This problem started on ____/____/____

I give permission for management or it's agents to enter my apartment to make repairs.

Please circle days of the week and times that are best for you. M T W TH F

Times 8-10 a.m. 10-12 a.m. 12-2 p.m. 2-5 p.m.

PER YOUR LEASE ALL REQUESTS MUST BE SUBMITTED IN WRITING!

WE WILL NOT ACCEPT PHONE REQUESTS EXCEPT FOR EMERGENCIES

REQUESTS MAY BE: EMAILED TO service@oakridgepropertiesllc.com

MAILED TO: Oak Ridge Properties, LLC

PO Box 2459

Monument, CO 80132

FAXED TO: 719-375-2498

EMERGENCY REQUESTS (WATER LEAKS AND THE LIKE) ARE TO BE MADE TO THE FOLLOWING PHONE NUMBER ONLY. 719-375-5340.