

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER THAT REPAIRMEN CAN CONTACT YOU AT: \_\_\_\_\_



Complete Rental Management

## MAINTENANCE REQUEST FORM

*Maintenance Problems must be reported immediately. If the problem causes additional damage because of a failure to report, the tenant will be charged for the additional service & repair.*

### Plumbing

Where is the problem? (circle)

Bathroom Kitchen

Garage Bedroom

Hallway

What is the problem? (be descriptive)

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How long has this been happening? \_\_\_\_\_

Where is it leaking? \_\_\_\_\_

Is it constant or only sometimes? \_\_\_\_\_

How much is it leaking? (circle)

Cupful a day Bucket full a day several gallons a day

### Garbage Disposals

What is the problem? \_\_\_\_\_

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NOTE: Have you tried removing all debris and pushing the "re-set" button on the disposal? The re-set button is located on the bottom or on the backside of the disposal.

### Water Heater

What type of heater (brand name)? \_\_\_\_\_

Is your heater gas or electric? (circle) Gas Electric

How long has this been happening? \_\_\_\_\_

### Windows/Jalousies

What is the problem? \_\_\_\_\_

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Where is the problem? \_\_\_\_\_

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### Pests/Rodents

What kind of pest? \_\_\_\_\_

How long have you had the problem? \_\_\_\_\_

Have you tried any sprays, bombs or traps? \_\_\_\_\_

Where is the concentration of the pests? \_\_\_\_\_

**NOTE: Tenants are required to take initial steps to rid themselves of pests & take preventative steps to keep them from returning.**

**Appliances**

What type of appliance? \_\_\_\_\_

If this is a problem with the stove, is it GAS or ELECTRIC? \_\_\_\_\_

Is the problem with the OVEN or the RANGE? \_\_\_\_\_

Where is the problem? \_\_\_\_\_

How long has this been happening? \_\_\_\_\_

**Roof**

Where is the water coming into your unit? \_\_\_\_\_

How long has it been leaking? \_\_\_\_\_

Are there water stains where the leak is? \_\_\_\_\_

**Electrical**

What is the problem? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where is the problem? \_\_\_\_\_

How long has this been happening? \_\_\_\_\_

**NOTE: If Complete Rental Management finds that the problem was due to a breaker or fuse, you will be charged for the service call.**

**Other Problems**

**Initial The Following:**

\_\_\_\_\_ I give Complete Rental Management/Persons associated with Complete Rental Management permission to enter my unit to make needed repairs without my being present. **(If not initialed, workmen will not enter your unit unless an adult, over the age of 18, is at home.)**

\_\_\_\_\_ I understand that unless I have given Complete Rental Management permission to enter without my being present, someone over the age of 18 must be home at the time of the appointment. **If no one over the age of 18 is home when the workmen arrive, I will be charged \$25.00 for a missed appointment.**

\_\_\_\_\_ **I understand that if there are any items that are in the way of the repair space I will be charged \$25.00**

\_\_\_\_\_ **I understand that if the problem was caused by me, my family, friends, or guests I will be charged for the service call and repairs.**

DATE

Tenant's Printed Name Tenant's Signature

Please Mail Form To:

Complete Rental  
ATTN: Work



Management, LLC OR Fax To: 536-4082

Orders 1188 Bishop St. Suite # PH2 Honolulu, HI 96813