

MAINTENANCE REQUEST FORM

PLEASE PRINT CLEARLY – ONE REQUEST PER FORM – REQUEST TO BE SUBMITTED BY LEASEHOLDER

Your Name: _____ Date: _____ Time: _____ am/pm

Your Address: _____

Contact Information:

Home: _____

Cell: _____

Work: _____

Can we call you at work? Yes / No

Email: _____

Entering the Property:

Does the work require us to enter the property? **Yes/No**

If yes, can we enter the property with a key? **Yes/No**

If yes, are there days of the week/times of the day (9am-5pm) when contractors SHOULD NOT enter:

(minors must be accompanied by an adult for us to enter)

When did the problem start? _____

Explain the problem: _____

Service calls are scheduled within 7 business days of submitting this request.
Homes under a builder's warranty or home 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/drain, misused appliance, etc.).
- If repair is your responsibility per your Residential Lease Agreement (replacing smoke detector/thermostat batteries, tripped breakers/gfci outlets, replacing light bulbs/air filters, etc.).
- If you miss an appointment with a contractor assigned by our office or any other vendor and accrue a fee.
- If you refuse or restrict access to the property when requested.
- Additional charges may apply.
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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 WPM, Inc. via fax (757-229-2943), email (repairs@wpminconline.com), or submitting it to our office at 1117 Old Colony Lane, Suite A, Williamsburg, VA 23185.

If this is an EMERGENCY, please provide this form as normal AND call our office IMMEDIATELY. After hours please call 757-790-9120, leave a message if not answered to ensure prompt service.

INTERNAL USE ONLY: Received date/time/initials: _____