

M & M Klinker Apartments

1203 28th Street South # 78

Great Falls, MT 59405

406-453-8505

Maintenance Request Form

Tenant: _____

Apartment #: _____ Phone: _____

*** If this is an emergency, fill out this form, then speak directly to the manager in person ***
*** or by calling 406-453-8505 or 406-217-4499 BE SURE TO LEAVE A MESSAGE!!!***

Description of Maintenance Requested: (please give location and description of problem)

_____ Please feel free to enter the property at any time between 9:00 am and 5:00 pm, even if I am not present, to correct the problem.

_____ Tenant's presence is required. **Tenants are responsible for scheduling an appointment to have this work completed. Call Manager at 453-8505.**
(If tenant is not available at schedule time, tenant is responsible for rescheduling the appointment)

The manager will make necessary repairs as soon as possible. If permission has been given, OR if it is determined to be an emergency situation the manager will enter the property to inspect for needed repairs, maintenance or to determine what is necessary whether the tenant is present or not.

Minor problems not reported early ASAP may become costly major ones. Please notify the manager of the problem as soon as it occurs. **Damage done to the property by you will be repaired at your cost.**

Tenant (Sign)

Date

-----OFFICE USE ONLY-----

Date Received

Date of Inspection

Date Work Completed