

[Form 1021-1]



Maintenance Request/Authorization Form

By signing this form you agree to the terms and conditions of Maintenance usage at River Place East. You agree to allow River Place East to enter your unit to conduct the outline issues requested, you also agree to commit to any fees associated with this Maintenance request. River Place East reserves the right to suspend and revoke maintenance to your unit as this is a courtesy service and not a right. You also understand that if the issue is greater than what River Place East Maintenance can handle then you the Shareholder will be then obligated to hire an outside contractor to assess and correct the issue.

Unit: E \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Landlord/Managing Agent: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Maintenance Inquiry:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For Official Use Only*

Order Number: \_\_\_\_\_

Redo Order:             Yes             No

Extermination         Yes             No

Follow Up              Yes             No

Duplicate              Yes             No

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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