



Expert Knowledge - Exceptional Service

MAINTENANCE REQUEST FORM

FOR OFFICE USE ONLY:

Request Received (date): _____

Received By: _____

Assigned by: _____

Assigned to: _____

Work Order #: _____

Terra Properties Inc. Maintenance Work Order Request

Dear Resident,

Please fill out the information below and return the form, to our office. We will review the form and determine how we need to proceed, with the request. You can also make requests on our website 1800rentnow.net.

APARTMENT COMPLEX: _____ **APT #:** _____

RESIDENT NAME: _____

RESIDENT CONTACT #: _____
(Must be a **GOOD WORKING** #)

WORK REQUESTED:

RESIDENT'S SIGNATURE: _____ DATE: _____

110 Executive Drive Highland, IL 62249
PH: 1-800-736-8669 FX: 1-618-654-1480
mail@terra-properties.com
www.1800rentnow.net

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Terra Properties Inc. is an equal opportunity provider.

