



MAINTENANCE REQUEST FORM

Every effort has been made to see that your apartment, its appliances and fixtures are in good working condition at the time of your move-in. However, should the need for maintenance or repair arise during the course of your tenancy, we ask that you complete this form and return it to Anchor Realty so that we may understand your request and attend to the matter.

PROPERTY INFORMATION

Tenant Name: _____

Property Address: _____

MAINTENANCE REQUEST

Please describe in detail the nature of your maintenance request:

Permission to enter? Yes No

Please sign and return this form to Anchor Realty Group, Inc. at 9336 S. Jeffery Blvd., Chicago IL 60617 or Fax No. 773-768-8301. If you have questions, call 773-768-8300, extension 232.

I understand that Anchor Realty Group, Inc. employees or its contractors may need access to my unit in order to investigate this request and make any needed repairs, provided I am given at least 24 hours notice (except for emergencies which require immediate access).

Please call me at: (____) _____ - _____ or (____) _____ - _____

Signature: _____

Date: _____