

*The Hillcrest Apartments*  
**MAINTENANCE REQUEST FORM**

Please fill out the following form and add your comments. Please leave the form in the rent deposit box in the office at the rear of the "C" building. *Please write or print legibly.*

**Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Apartment#:** \_\_\_\_\_ **Telephone#:** (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

In your own words in the space below, please describe your maintenance problem, including the date when the problem first appeared, if possible. Use the back of this sheet, if necessary.

***!-PLEASE MARK THE APPROPRIATE BOXES BELOW-!***

**This problem is urgent and requires immediate attention.**  
(Please note: #1. we reserve the right to enter the apartment as needed in order to correct urgent difficulties, #2. we reserve the right to schedule and perform the work when you are not at home.)

**This problem is not urgent, but should be addressed.**

**I would like to schedule the maintenance for a time when I am not in the apartment.**

**I would like to schedule the maintenance for a time when I am at home.**

(Please note: we will make every effort to perform the work in your apartment at a mutually convenient time.)

*I will be gone/home during the following days/Times:*

\_\_\_\_\_ am - to \_\_\_\_\_ pm

Mon / Tue / Wed / Thurs / Fri

**Signature:\*(Required)** \_\_\_\_\_

\*(Please note: **your signature is necessary** prior to our beginning this request, you grant management and maintenance permission to enter your apartment to perform necessary maintenance at your request.)

**THANK YOU, for your cooperation in the continued maintenance of The Hillcrest Apartments.  
All maintenance requests will be dealt with by our maintenance staff as quickly as possible, and on  
the basis of urgency and the availability of our staff.**

Either print out this form and bring it to the office or email it to [maintenance@thehillcrestapts.com](mailto:maintenance@thehillcrestapts.com)