



383 N State Street
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Orem, UT 84057
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Phone: 801-802-7253
www.HomeBasicsRealEstate.net

MAINTENANCE REQUEST

Please complete this form so we may serve you better. You can mail it, fax it, or drop it by our office.
For emergencies, call Home Basics Real Estate immediately at 801-722-5515 or 801-830-1500.

TENANT: _____ PHONE: _____

ALT. PHONE: _____ EMAIL: _____

ADDRESS: _____

MAINTENANCE PROBLEM: (Please be Specific)

CHECK ONE:

ENTER ANYTIME

CALL BEFORE ENTERING

I WISH TO BE PRESENT (A Home Basics Real Estate representative will call and coordinate a time to meet you. If you will be unable to meet at the appointed time, please contact our office to cancel the appointment. If you fail to do so, a \$35 trip fee will be charged to your account.)

You will be held responsible for damage caused by you or your guests. This includes clogged drains and toilets.

Home Basics Real Estate will decide if your maintenance request will be resolved, how it will be resolved, and when it will be resolved. Your patience and understanding is appreciated.

TENANT'S SIGNATURE: _____ DATE: _____