



# Coastal Islands Real Estate & Property Management

## Written Maintenance and Repair Request

*Please Print All Information Legibly & Please Complete All Blanks*

Today's Date: \_\_\_\_\_ Lessee Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

What would be the best time and location to contact you? \_\_\_\_\_

***Does Management have permission to release the key to your property to the vendor(s) to perform the required maintenance on the property?*** Yes \_\_\_\_\_ No \_\_\_\_\_

*If No, someone will need to be available to meet with the vendor at the property at the vendor's convenience. If you make an appointment with any contractor and you or a person 18 years old or older is not present when the contractor arrives, then the contractor will not enter the property and you will be charged a minimum \$75.00 fee for the trip charge.*

**Do you have pets?** \_\_\_\_\_, **If Yes type?** \_\_\_\_\_

**Type of problem:** \_\_\_\_\_

**Location of Problem:** \_\_\_\_\_

**Appliance**

Stove/Oven  
Refrigerator  
Microwave  
Disposal

**Make & Model** \_\_\_\_\_

Gas or Electric

**Plumbing**

Toilet Sewer/Septic \_\_\_\_\_  
Sink  
Bathtub  
Water Heater

**Electrical**

Switch  
Outlet  
Light Fixture  
Fan

Other

**Heat or Air Conditioning**

Air Conditioner  
Furnace  
Thermostat

**Other**

Roof Leak

Rodents/Squirrels

***Please Describe in Detail the Nature of the Problem:  
If this repair is not completed within 10 business days from  
the date that you delivered this request to us, please contact  
the office immediately.*** We cannot be responsible for the  
scheduling of the independent contractors we hire. *Your  
assistance in getting them into your property promptly will benefit  
us all.*

**Lessee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

To Submit Your Request  
**email: [maintenance@CoastalIslandsRealEstate.com](mailto:maintenance@CoastalIslandsRealEstate.com)**