

# Maintenance Request Form

Please submit all maintenance requests through your resident portal in Buildium. For your convenience, you can use the following template to ensure we have all the information needed to address your concern quickly.

## 1 Tenant Information

- \* Name:
- \* Unit Address:
- \* Phone Number:
- \* Email Address:

## 2 Maintenance Issue


- \* Date of Request:
- \* Description of Issue: (Please provide as much detail as possible about the problem, including the location within the unit and any safety concerns.)

## 3 Preferred Entry Permission

- \* I authorize maintenance staff to enter my unit in my absence to complete repairs.
- \* I prefer to be present during maintenance and will coordinate with management to schedule a time.

## 4 Additional Notes

- \* Special instructions or concerns:

 **Emergency Maintenance** For urgent issues that affect safety or cause significant property damage (e.g., no heat in winter, major water leaks, electrical hazards), please call the emergency maintenance line immediately at 843-798-2234 after submitting this form in Buildium.