



# Maintenance Request Form

## Property Information

Property Address \_\_\_\_\_ Date \_\_\_\_\_

Tenant's Name \_\_\_\_\_ Contact # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

## Maintenance Request

Issue:

Location (Floor/Room)? \_\_\_\_\_

How Long has the Problem Existed? \_\_\_\_\_

What action has been taken to remedy the problem? \_\_\_\_\_

\_\_\_\_\_

Would you prefer the contractor contact you to schedule appointment?\*  Yes  No

*\*(Note: ARMI does not authorize premium time charged for off-hours work)*

*I am aware that if the cause of the issue is deemed to be through negligence, misuse, or inability to properly use any of the appliances, utilities, or fixtures in the residence, or is the responsibility of the tenant per the terms of the lease, then the cost of the repair and other any charges shall be the responsibility of the tenant.*

**Tenants Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

## Instructions

NOTE: Major emergencies that could involve the endangerment of human life or the property should be reported to the local authorities and then contact ARMI. If you are calling after normal business hours (9AM – 5PM, M – F), an emergency number will be provided to you. Only emergencies will be responded to after normal business hours (please consult tenant handbook for definition of emergency). Be advised that the landlord will not authorize premium after-hours charges except in the case of major emergencies.

**Please email or fax completed form to:**

[info@armiva.com](mailto:info@armiva.com)

**Fax – (540) 347-1900**

If you have not been contacted to set up an appointment within a reasonable amount of time (2-3 business days for non-emergency issues), please contact us as we assume that if no further contact is made, the request has been handled. Most vendors perform their services during normal business hours, however pre-discussed appointments may be made after-hours or during weekends at the convenience of the tenant and the contractor. Any overtime charges or premium time are not authorized by ARMI.