ALBERTA PROPERTY MANAGEMENT SOLUTIONS INC.

Maintenance Request Form

Please fill in and drop off at the office. Date: _____

Contact Name: _____

Contact Number: _____

Address: _____

Date and time to fix: (please let us know if you will be home or do we have permission to enter the premises to repair items.)

_____

Maintenance problem (Please describe in detail):

_____

_____

_____

Responsible: Owner _____ Tenant _____ Alberta Property Management _____

Contractor Info: _____

Date Completed: _____

Invoice Received / #: _____

Approved: _____

Tenant Invoiced: _____ Owner Invoiced: _____

Phone: 780-715-7270 **Fax:** 780-715-7378 **Toll Free:** 1-877-715-7270 **E-Mail:** pm@apmsi.ca

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