

# MSB Holdings

## Maintenance Request Form

(We encourage you to email maintenance requests to [msbholdings@yahoo.com](mailto:msbholdings@yahoo.com))

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

- Check this box if it's **OK to enter** your apartment without giving you 24 hour notice.
- Check this box if we **need to set up appointment** to enter your apartment.

\*Note: any "maintenance emergency" does not require 24-hour notice for entering.

**Note:** If you are just moving into an apartment, you may want to send this form in with your check-in sheet. During this time it is easy to feel overwhelmed with all the things you want fixed or changed in the apartment. If you allow a week to get settled in, and make a list as things as they come up, you can simply send this one sheet with all of your requests at the same time. This really helps us too because we can stop out and take care everything all at once.

Description of maintenance requested. Put a P next to any items that you consider a priority.

We try to get to every non-emergency maintenance request within 24 hours of getting them. In August, however, we often have an inordinate amount of calls due to rental turnovers. If your request is at during this time, please understand that we will get to your apartment as soon as we can but it may take longer than we'd like. Any patience you can offer is greatly appreciated!

Thanks,

Michael  
MSB Holdings  
608-213-6625