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**Maintenance Request**

**Contact Information**

Property Address:

Tenant:

Phone:

Alt phone:

Location of problem: Urgent: ⬜ Yes ⬜ No

Room:

Items affected:

Description of work being requested (please describe in full detail):

Access to premises: (select one)

⬜ Osat, Inc.’s representatives or selected vendor(s) have my permission to enter my apartment with a key to complete the work being requested.

⬜ I want to be present at the time of the appointment. I understand that if I am not home at the scheduled time, I will have to reschedule. \*

\*Osat Inc. has the right to charge for a service call if tenant is not present.

Signature Date