

Summers Property Management

Commercial Maintenance Request Form

Every effort has been made to assure that your unit and its fixtures are in good condition and repairs were completed at the time of your move-in. However, from time to time, conditions will arise which require maintenance and repairs during the course of your tenancy. When the need for maintenance or repair arises, we ask that you complete this form and return.

**FOR EMERGENCY REPAIRS CALL (630) 232-7535
LEAVE YOUR NAME, PHONE NUMBER, AND ADDRESS.**

PROPERTY INFORMATION

Contact Name: _____

Property Address: _____

Mobile # (_____) _____ - _____ Other # (_____) _____ - _____

Category: ___ Heating ___ Air Conditioning ___ Plumbing ___ Electrical
___ Appliance ___ Exterior ___ Door ___ Window ___ Other

MAINTENANCE REQUEST

Please describe in detail the nature of your maintenance request: _____

Permission to enter? ___ Yes ___ No

Please Download, Print, Sign & Return This Form!

Summers Property Management
10 W State Street Suite 108
Geneva, Illinois 60134

Telephone: 630-232-7535
Facsimile: 630-232-7650
Email: PropertyManager@summerscommercial.com
www.summersrealestatepro.com

I understand that according to my lease agreement, Summers Property Management, LLC employees, contractors and any maintenance crew may enter the premises in my absence in order to investigate this request and make any needed repairs, provided I am given at least 24 hours notice except in an emergency.

Signature: _____ Date: _____

SAVE A COPY FOR YOUR RECORDS!