



623 Commercial Drive
Gillette, WY 82716
Phone: (307) 682-0964
Fax: (307) 682-2604

MAINTENANCE REQUESTS

Today's DATE: _____

Name: _____

Address: _____

Phone # REQUIRED: _____

I have a pet in my unit: Yes No

Best day to do repairs: Monday Tuesday Wednesday Thursday Friday

If you require a phone call before we enter, we must have a valid phone number available to be able to reach you upon entering the unit. Making prior arrangements is acceptable. We will do our best to do the work the day indicated; however it is not guaranteed.

New office policy states that we will call you to confirm the repairs needed in your unit before our maintenance personnel will be dispatched to your unit. This is to ensure the correct work is done at the correct unit. If we are not able to confirm with you then the work request will not be done until we have confirmation from you.

The following repairs are needed in my unit:

Kitchen:

Dining:

Living Room:

Bathroom:

Bedroom:

Garage:

Exterior:

Other:

RES Agent: _____ Maintenance: _____ RES Initials: _____