



Maintenance Request

Please **COMPLETE** this maintenance request form and
Return it via MAIL, FAX, or
Visit our website for a more immediate response...
www.optionresi.com



It Is Our Pleasure To Serve Your Needs As You Enjoy Your Home.
Please feel free to contact us by phone, or email with any questions you may have.
However, if you experience an emergency at any time, please dial 911 immediately.

Please tell us about your maintenance request

Issue #1

Where exactly is the issue located? _____
How long has the issue existed? _____
Are there specific times or events when the issue commonly occurs? _____
Have you attempted to correct or remedy the issue(s), and if so what have you done?

Tell us more details on the issue _____

Issue #2

Where exactly is the issue located? _____
How long has the issue existed? _____
Are there specific times or events when the issue commonly occurs? _____
Have you attempted to correct or remedy the issue(s), and if so what have you done?

Tell us more details on the issue _____

Please tell us about your Contact Information

Please provide your contact information below, so that we may work to resolve the issue(s) in a timely manner. This information **MUST** be completed in order to process a work order. Information is confidential, but may be used to help resolve the issue(s).

Name of Tenant _____ Nick Name _____
Name of Tenant(2) _____ Nick Name(2) _____
Street Address _____ Apt. #, City, State _____
Preferred Phone Number _____ Alternate Phone Number _____
Email Address _____@_____

I prefer the following dates & times for work to be performed (M,T,W,R,F,S,S)(morning, lunch, afternoon)

Do you have pets? (Yes/No)
If so, what type?(dog, cat, other_____)

Do you consider these issues urgent? (Yes/No)

We encourage you to contact us for management issues, questions, and maintenance request via this form or you can email us at ctierney@optionresi.com or pmanza@optionresi.com.

Return this coupon to our office address below. Thank You.

REQUIRED SIGNATURE AND DISCLAIMER

By signing this request, I do hereby grant permission to have the issue(s) assessed and work performed as soon as possible. Option MSI will attempt to work around your schedule when possible, although I understand that this may not be possible in all cases. I hereby grant permission for the landlord and/or agents, employees, and contractors to enter my home to assess and correct the issue(s).

Signature _____ Date _____

www.optionresi.com

Office Fax: 1-866-219-8168 Office Phone: 913-851-7816
Address: 7912 Floyd, Overland Park, Ks 66204
After Hours Phone: 1-866-251-5950 Ext. 999
After Hours Fax: 1-866-584-1188