



**MAINTENANCE REQUEST**  
po box 612 :: butler :: wisconsin :: 53007  
p: 262.255.7372 :: f: 262.255.7379 :: wi-rent.com

Please fill out the following form completely and accurately and we will have a technician out to your apartment within 24-48 hours. If you have a maintenance emergency\*, please your property manager directly.

**RESIDENCE INFORMATION**

Resident Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

OK to enter residence?  Yes  No      Are pets inside?  Yes  No      What kind? \_\_\_\_\_

**DETAILED WORK DESCRIPTION**

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**FOR OFFICE USE ONLY**

DATE STARTED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Completed: \_\_\_\_\_ Total Time: \_\_\_\_\_

**WORK COMPLETED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Emergencies include things like leaking water, no heat or air conditioning, etc. If it is something that can wait until the next business day, our staff will not come out after hours to fix the problem.