

# Maintenance Request

Date of request: \_\_\_\_\_ Time of request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_

1849 W. Lincoln Ave. • Goshen, IN 46526  
Ph: 574-533-8787 • Fax: 574-533-0613

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

OK to Enter:  YES  NO Call First:  YES  NO

Detailed description of request:

**Before making this request, please answer the following that apply:**

If you have a clogged drain, have you plunged it or used a liquid drain opener?  YES  NO

If you have a clogged toilet, have you plunged it?  YES  NO

If an appliance doesn't work, is it plugged in?  YES  NO

If an electrical outlet doesn't work, is a breaker tripped or fuses blown?  YES  NO

If lights don't work, is a breaker tripped or fuses blown? Did you change bulb?  YES  NO

If lights & electrical outlets don't work, have you called the electric company to check if power is off?  YES  NO

If garbage disposal doesn't work, have you pressed the reset button?  YES  NO

If garbage disposal is noisy or not working, have you checked to see if anything is caught in it?  YES  NO

If dishwasher leaks water, have to tried using less soap and proper soap for dishwasher?  YES  NO

If no hot water, is water heater leaking? Check to see if gas is on?  YES  NO

**Submit to 5-Star Property Managers at 1849 W. Lincoln Ave., Goshen, Fax to: 574-533-0613  
or use the Submit in email button below.**

Submit button will work for onboard email programs (e.g. Outlook, Outlook Express) If using a web mail service (e.g. Yahoo, Hotmail, Gmail) the form will have to be saved to your computer then manually attached to an email.