



Please mail to Beal Properties, LLC  
221 Felch St., #6  
Ann Arbor, Michigan 48103  
Or Fax to 734-662-5869

## Maintenance Request

Date \_\_\_\_\_

Building Name or address \_\_\_\_\_ Unit \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone/Cell \_\_\_\_\_

**Please be informed that my apartment/office needs the following repairs.**

1)

2)

3)

I \_\_\_\_\_ (resident) understand that Beal Properties Maintenance crew will be entering between the hours of 8:00am-5:00pm Monday-Friday within the next 2-5 days with my permission to repair items listed above. When possible we will call you in advance of our arrival.

Upon completion of repair, I \_\_\_\_\_ (resident) agree that the repair has be completed in a satisfactory manner \_\_\_\_\_

**Residents Signature**

**For Office use only**

Repair staff \_\_\_\_\_ Signature \_\_\_\_\_

Hours on repair \_\_\_\_\_ Labor cost \_\_\_\_\_ Material Cost \_\_\_\_\_

Total \_\_\_\_\_

Amt charged back to Resident \_\_\_\_\_

Beal Properties LLC  
221 Felch St. #6  
Ann Arbor, MI 48103  
(734) 662-6133 ext. 121