

WILLIAMSBURG PROPERTY MANAGEMENT, INC.
811 RICHMOND ROAD
WILLIAMSBURG, VA 23185
(757)2298292 OFFICE (757)229-2943 FAX
OFFICE HOURS MONDAY – FRIDAY 9AM – 5PM

MAINTENANCE REQUEST FORM

PLEASE PRINT CLEARLY

ONE REQUEST PER FORM – REQUEST MUST COME FROM LEASEHOLDER

Your name: _____ Today's Date: _____ Time: _____ am/pm

Your address: _____

Contact Information:

Cell: _____

Home: _____

Work: _____

Can we call you at work? Yes/No

Email: _____

Entering the property:

Does work require us to enter the property? Yes / No

If yes, can we enter the property with a key? Yes / No

If yes, are there days of the week or times of the day
(9am-5pm) when our contractors SHOULD NOT enter:

(minors must be accompanied by an adult for us to enter)

When did the problem start? _____

Explain the problem: _____

Service calls are scheduled within 7 days of submitting this request.

Homes under a builder's warranty or Home warranty may take longer than 7 days.

You will be charged for the repair cost (including trip charges):

- If damage or repairs were caused by you (clogged garbage disposal/toilet, misused appliance, etc.);
- If repair is your responsibility per your Residential Lease Agreement (replacing smoke detector batteries, flipped breakers, replacing light bulbs, etc.);
- If you miss an appointment with a contractor assigned by our office or any other vendor;
- If you refuse or restrict access to the house when requested.
- Additional charges may apply.

By submitting this Maintenance Request Form you agree to these terms and Conditions and all provisions in your Residential Lease Agreement. Submission of this form by one resident implies the consent of all residents on the lease.

Remit this form to WPM, Inc. by FAX (757)229-2943, EMAIL (repairs@wpminonline.com) or bringing it to our office at 811 Richmond Road.

If this is an EMERGENCY, please fax or email this form AND contact our OFFICE immediately. After hours please call (757)988-3786

INTERNAL USE ONLY: Rec'd date/time/initials _____