



# Maintenance Service Request Form

SBS Management LLC | 4872 Cemetery Road, Hilliard, OH 43026 | 614-527-7909 | Fax: 614-527-0877

## Complete and submit to SBS Property Management

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

Association property address: \_\_\_\_\_

Association name: \_\_\_\_\_

Service requested by: \_\_\_\_\_ Owner  Tenant

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email address: \_\_\_\_\_

What is the best time to contact to discuss and schedule work?

Mon  Tue  Wed  Thu  Fri  Between \_\_\_\_\_ A.M. & \_\_\_\_\_ P.M.

If you are a tenant, please state the owner's name and phone number:

\_\_\_\_\_

Service is required at this address:

\_\_\_\_\_

Type of service needed. Please list and describe each service or repair below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Need help with jobs around the house?

Additional property management services are available for an hourly fee or fixed quote through SBS Management and include but are not limited to the following:

- Painting, door repair and replacement, flooring, and light carpentry.
- Monitoring and inspection of property periodically.
- Dyer vents
- Trash disposal.
- Power washing.
- Water meter repair and installation.