

# ATLAS PROPERTIES MAINTENANCE REQUEST FORM

TYPE OF ISSUE: Building Issue \_\_\_\_ Apartment Issue \_\_\_\_

DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

BUILDING: \_\_\_\_\_

APARTMENT NUMBER: \_\_\_\_\_

DESCRIPTION OF ISSUE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ROOM (IF APPLICABLE): \_\_\_\_\_

PLEASE ADVISE SPECIFIC TIMES AND DATES YOU WILL BE HOME IN ORDER FOR  
MAINTENANCE TO ATTEND (MAINTENANCE HOURS ARE MONDAY TO FRIDAY 9:00AM TO 4:00PM  
EXCLUDING STATUTORY HOLIDAYS):

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