



Keystone Property Management and Maintenance
Allentown Division LLC
329 N 13th St. • Allentown, PA 18102
Ph: 610.432.1553 • fax: 800-977-4104

Work/Maintenance Request

Property Address: _____

Requested by (first and last name): _____

Daytime Contact Information:

Tenant:

Phone: _____ Work Cell Home

Phone: _____ Work Cell Home

Tenant:

Phone: _____ Work Cell Home

Phone: _____ Work Cell Home

Maintenance access to the premises (pick one only)

I want to be present for the appointment; I understand that appointments will be 8:00am – 4:00pm Mon.-Fri, and will make arrangements to be present for the appointment.

Maintenance has my permission to enter the home if I cannot be present to complete the authorized repairs.

Signature

Date

Do you have any pets, yes/no (circle one) – if so, what type? _____
(All pets must be contained when maintenance arrives)

Description of Problem: Be sure to include as many details as possible: the “who, what, where, when, why, how” of the problem. This ensures an accurate description of the problem in order to determine the quickest, cost-effective, quality resolution.



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KPMM EMPOLYEEES ONLY:

Request received by: _____

Approved by owner? YES NO

If no, why? _____

Work assigned to: _____ on date _____

Completed on: _____ Signature: _____

Comments: _____
