



## Commercial Maintenance Request

Fax: 336-272-2575 or e-mail to [maintenance@birchmanagementinc.com](mailto:maintenance@birchmanagementinc.com)

Tenant: \_\_\_\_\_

Address: \_\_\_\_\_ Unit: \_\_\_\_\_

City: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Tel: \_\_\_\_\_ (please provide the best number to reach you and an alternate number)

Alternate Tel: \_\_\_\_\_

\*\*\*Please Describe Nature of Problem Below\*\*\*

Issue with (please circle as appropriate):      Property              Unit              Building Exterior

1.	
2.	
3.	

\*\* Please be sure to be familiar with the terms of your lease, items that are your responsibility will be charged back to the Tenant. Unnecessary maintenance request, at the sole discretion of the maintenance technician, will also be charged back to the Tenant.

X

\_\_\_\_\_  
Authorized Representative

Received: \_\_\_\_\_ (date)

By: \_\_\_\_\_

W/O issued: # \_\_\_\_\_