

# Markwood Realty, LLC

Property Manager, Cheryl Markwood,  
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## MAINTENANCE REQUEST

**Directions:** Complete this form and return to the property manager, fax to 374-0342, or drop in the property drop box. You should always call 347-4720 to report request of an urgent matter. You can also scan and email to: [cheryl@fbksrealty.com](mailto:cheryl@fbksrealty.com)

Date: \_\_\_\_\_ Address: \_\_\_\_\_ Apartment # \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

I have the following problem in my apartment: \_\_\_\_\_

\_\_\_\_\_

Date the problem first noticed: \_\_\_\_\_

Action taken by tenant \_\_\_\_\_

Tenant Signature \_\_\_\_\_

Actions taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Internal Information

Date Received: \_\_\_\_\_

Time: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Invoice# \_\_\_\_\_ Cost: \_\_\_\_\_

