



**BICK**  
properties

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## Maintenance request

Please note that if your maintenance request is an emergency, please call the office and leave a message with all the information listed below.

\_\_\_\_\_ Unit # \_\_\_\_\_  
[property address]

\_\_\_\_\_  
[tenant(s) full name]

\_\_\_\_\_  
[primary telephone #]

\_\_\_\_\_  
[alternate telephone #]

\_\_\_\_\_  
[email address]

Nature of your request [please be specific]

I hereby give permission for repairs to be performed when I am not in the apartment: Yes \_\_\_\_\_ No \_\_\_\_\_