



**Carolin's Dynamic Realty  
Maintenance Request Form**

This form must be completed to request maintenance at a property managed by Carolinas Dynamic Realty. The form may be completed and delivered to our office in person, or sent via fax or e-mail. If you have any questions about this form, please contact your property manager. Under no circumstances should this form be used for an emergency repair request. If your request is an emergency, please contact your property manager via phone. Our staff is available for emergency requests 24 hours a day, but please note, if your request is not an emergency you must use this document and we will contact you no later than the next business day.

**Property Address:** \_\_\_\_\_

**Tenant Name:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**How would you like us to contact you in regards to this request?**

Home Phone                       Mobile Phone                       E-Mail

**May we enter the property without any further consent to complete this request:**  Yes  No

If no is checked, you must be present to meet the vendor at the scheduled time. If the repair is scheduled and you are not home when the vendor arrives you will be charged a \$25 trip fee.    **Initial:** \_\_\_\_\_

**Requested Repairs:**

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

\_\_\_\_\_  
**Requestor Signature**

\_\_\_\_\_  
**Date Requested**

**Hand Deliver To: 1515 Shopton Road, Suite 103, Charlotte, NC 28217  
Fax To: 704.523.1253 Attention Property Manager E-Mail To: Info@RentCharlotteProperty.com**

<b>OFFICE USE ONLY:</b> Date Received: _____ Repair Date: _____ Repair Time: _____
Vendor: _____ Estimate: \$ _____ POA Obtained By: _____ Mgmt Approval: _____