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Maintenance Request Form

Date: _____ Time _____

Name: _____

Location: _____

Phone Number: _____

Problem: _____

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Parts Ordered?

Yes  No

If Yes,

Date Part Will Be In: \_\_\_\_\_

Date Rescheduled To Be Completed: \_\_\_\_\_

Final Completion Date: \_\_\_\_\_

Problem Corrected By: \_\_\_\_\_

Hours to Complete: \_\_\_\_\_

**PLEASE CALL/TEXT MAINTENANCE AT: (765)427-7554**

**OR**

**EMAIL: [NISHA@CANDORREALTY.COM](mailto:NISHA@CANDORREALTY.COM)**