

# MAINTENANCE REQUEST

Please check below the appropriate field for the repair being requested:  
**THESE ITEMS ARE INCLUDED IN YOUR LEASE**

- Electrical issues: light bulbs, sockets, switch, etc.
- Door locks: alignment, adjustment, replacement, etc.
- Ceiling tiles: replacement
- Heating & Air Conditioning issues
- Plumbing issues

**THESE ITEMS ARE NOT INCLUDED AND WILL BE BILLED TO YOU AT THE  
RATE \$20/HOUR WITH MINIMUM 1 HOUR CHARGE**

- Assembling furniture
- Hanging items onto the walls
- Moving furniture
- Adding shelving
- Setting up the Training Room or Executive Conference Room for tenant related events
- Other: \_\_\_\_\_

**Tenant Signature\*** \_\_\_\_\_ **Date** \_\_\_\_\_  
Name, Position

\*By signing above I hereby agree to pay Columbus Square Partnership for maintenance services provided in addition to its duties and obligations as Lessor upon my request. I agree to be invoiced for the actual time required to perform services specified above at the rate \$20 per hour in 30 minute increments with the minimum charge of 1 hour. I further agree to pay the invoice in full on the 1<sup>st</sup> of the upcoming month and include it with my rent payment.

Please allow 1 business day lead time to respond to all your requests.

FOR OFFICE USE ONLY	
Request received:	_____
Request reviewed with Tenant:	_____
Work started:	_____
Work completed:	_____
Number of hours:	_____
Amount owed (if applicable):	_____

**Maintenance Manager:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Tenant:** \_\_\_\_\_ **Date** \_\_\_\_\_