



# Maintenance Request Form

Please return Form to office when complete or email to [BritaHanchek@gmail.com](mailto:BritaHanchek@gmail.com). Thanks.

More forms can be found in the office or on our website at  
[www.FamilyofChrist.com](http://www.FamilyofChrist.com)>Resources>Forms>Maintenance Request Form

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

Submitter's Name: \_\_\_\_\_

Submitter's Contact Email: \_\_\_\_\_

Submitter's Contact Phone: \_\_\_\_\_

Location of Maintenance Issue: \_\_\_\_\_ Map on Back to Help (Highlight if helps)

Describe Maintenance Issue: \_\_\_\_\_

---

---

---

---

---

---

---

---

## OFFICE USE ONLY

Priority: 1 2 3      Type: Electrical      Plumbing      Grounds      Other \_\_\_\_\_

Date Logged: \_\_\_\_\_

Sent to: \_\_\_\_\_

Updates: \_\_\_\_\_

---

---

---

---

---

Date Closed: \_\_\_\_\_

Reimbursement:

Communication to:      Submitter: Open / Close

Required:      Yes / No

Tenants:      Open / Close

Submitted for Payment: Yes / No

