



120 E. Martin
Turtle Lake, WI 54889
(715) 986 2228 Office
(715) 491 9777 Emergency
www.turtlebackapartments.com

SERVICE REQUEST

If your apartment needs maintenance, please let us know!

Please return this form to the manager!

I have a maintenance request that needs attention. Would you please schedule maintenance to make the following repairs:

Circle One: {URGENT} {Not so Urgent}

_____ I request that the repairs be completed when I am home. I understand that these repairs must be completed within normal business hours. I would be available during the following hours: _____.

_____ The repairs can be done while I am *not home*. By checking this option, I am giving permission for a maintenance person to enter my unit.

Print Name: _____

Address: _____ Apt. # _____

Signature: _____ **Date:** _____

Home Phone # : _____

Can we call you at work? Yes or No If yes, please list phone # _____

E-Mail _____

*******For Office Use*******

Date Rec'd _____ Time _____

Assigned To _____ OK to Enter In Absence: YES ____ NO ____

Job Completed: Date _____ Time _____ By _____

_____ Able to repair this problem fully _____ Unable to repair problem fully, will get back as soon as possible