

Colonial Gardens

P.O. BOX 132, Tomkins Cove, NY 10986
(607) 393-2103 | management@colonialgardensowego.com

Maintenance Request Form

Date: _____

Name: _____

Address: _____ Barnes Creek Rd Unit #: _____, Owego, NY 13827

Home Phone: _____ Work Phone: _____

Nature of the Problem: _____

Item affected: _____

Location of problem: _____

Description of work requested (please describe in full detail):

Do you have any pets: yes/no Type: _____

(ALL PETS MUST BE CONTAINED WHEN MAINTENANCE ARRIVES)

Best time of day to come?

- Morning 8 am - 11 am
- Afternoon 12 pm - 4 pm
- Evening 5 pm - 7 pm
- No preference

Do we have permission to enter if you're not home?

- Yes
- Yes, but please call first
- No, I prefer to be home

If we schedule a specific time for work to be performed and we are unable to gain access to the property you will be charged for the service call. We share your urgency to remedy maintenance issues and we will promptly respond. We thank you in advance for your patience and cooperation.

Any other information that could be helpful with this request:

Sign

Date