



## Maintenance Request Form

Use this form to itemize needed maintenance repairs to your unit as referenced below. You may also include comments regarding changes on or around your unit. Please be as specific as possible. All requests will be investigated by Keller Property Management. If an emergency repair is needed, call the property manager at **952-432-3722**, and then submit your request. The property manager will expedite the repair, or if necessary, present the request to the Board of Directors. The property manager will promptly communicate with the person submitting the request.

Association Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date Request was Received by  
KPM: \_\_\_\_\_

### Homeowner Information

Homeowner Name(s)		
Unit Address for the Maintenance Request		City/State/Zip
Home Phone	Work Phone	Email Address

I, \_\_\_\_\_, give Keller Property  
(Name of Homeowner)  
Management permission to share my contact information to the vendor(s) that will be completing the work for this maintenance request.

Maintenance Item 1 Approved: Yes / No / Yes with conditions

Maintenance Item 2 Approved: Yes / No / Yes with conditions

Please submit this request to:

**Keller Property Management**  
**7300 147<sup>th</sup> Street West, Suite 305**  
**Apple Valley, MN 55124-4509**  
 Email: [info@kellerpm.com](mailto:info@kellerpm.com)

Homeowner's Signature

Reviewed with Board    Yes / No Maintenance scheduled    Yes / No Date scheduled _____ Response Sent            Yes / No Other	Board / PM Comments
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