

Old Hickory Property Management  
Phone (615) 305-9103  
407 Jones Street  
Old Hickory, TN 37138

Website: ohpm.biz  
E-mail: rick@ohpm.biz

### MAINTENANCE REQUEST

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

Address: \_\_\_\_\_

Tenant: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Problem (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long has this condition existed? \_\_\_\_\_

Time and day we can inspect: \_\_\_\_\_

Can we enter if you are not there? \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

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**Do Not Write Below This Line**  
Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

What was done: \_\_\_\_\_

Labor Cost: \_\_\_\_\_ Materials: \_\_\_\_\_

Total:

Comments: