

**Maintenance Request  
 Flo-Mar Apartments  
 121 Perrin - Office  
 Ypsilanti, MI 48197  
 734-483-2240**

\*No oral requests will be accepted by the office or maintenance staff. You may submit this form electronically at [www.flo-mar.com](http://www.flo-mar.com). To be valid, you must receive an acknowledgement.\*

Address \_\_\_\_\_ Apartment# \_\_\_\_\_ Phone \_\_\_\_\_

Repair Requested for Following (describe fully)	Office Use Only
1. _____	1. _____ Date/Init. _____
2. _____	2. _____ Date/Init. _____
3. _____	3. _____ Date/Init. _____
4. _____	4. _____ Date/Init. _____
5. _____	5. _____ Date/Init. _____
6. _____	6. _____ Date/Init. _____
7. _____	7. _____ Date/Init. _____
8. _____	8. _____ Date/Init. _____

By signing this request, I (we) authorize the personnel or agents of FLO-MAR APARTMENTS to enter my (our) apartment to complete the above repairs. FLO-MAR may enter for this purpose in my (our) absence and without providing further notice. I (we) understand that FLO-MAR may need to enter the apartment several times during the course of one or more days.

I (we) understand that by signing this request, I am (we are) releasing FLO-MAR from being required to provide subsequent notice of entry for the above repairs. I (we) realize that I am (we are) entitled to receive a duplicate copy of this notice, which has been acknowledged by FLO-MAR. If the office is closed when the request is submitted, I (we) may call 483-2240 to request a copy.

**I understand that I am waiving my presence (we understand that we are waiving our presence) while repairs are being made.**

**Flo-Mar may enter my apartment as early as 9:00 am unless another time is provided on the line below.**

\_\_\_\_\_

NOTICE: This request must be completed and signed in duplicate; one copy to be submitted to the Flo-Mar office and acknowledged by Flo-Mar Apartments. If you want to be present during repairs, you must call for an appointment.

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

.....  
 Flo-Mar Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_