

**Boise City Property Management
Maintenance Request Form**

Date: _____

Unit Address: _____

Name: _____

Phone: _____

E mail: _____

Please describe the issue; be specific and give details.

Comments:

Do you give BCPM permission to enter the premises to deal with this issue? _____

If you give permission, please type your initials in the space following this statement.

Please consider this your **Intent to Enter Premises** notice. A member of the BCPM maintenance **staff will be entering your premises to deal with the above issue.** Your presence is not required.

If you have pets, you must schedule an appointment for the maintenance staff by calling the office. Please ensure that all animals are properly put away immediately. BCPM is not responsible for your pet(s).

Thank you. _____ (initial)

This form can be faxed to 208-343-4634 or e mailed to tracy@bcpm.biz