

TLC Management of Raleigh
Maintenance Request
(For primary use by Townhouse residents)

Community: _____

Name: _____

Address: _____

Phone: Work: _____ ; Home: _____

E-mail Address: _____

Please use this form to report routine repairs, maintenance needs, landscape action, or common area maintenance, etc. Your request will be referred to the appropriate individual. **Fax this form to (919) 571-8290, e-mail to Info@TLCmanagementNC.com, or mail to our office at P.O. Box 33157, Raleigh, NC 27636-3157.** If you are renting, please contact your landlord concerning "inside" problems, and TLC Management for "outside" problems.

In the event of an emergency, contact TLC Management immediately at (919) 534-1600.

Description of Problem: _____

For Office Use Only <i>(Para uso oficial solamente)</i>	
Date Received: _____	Work Order Issued: Yes _____ No _____
Referred To: _____	Date: _____
Action/Recommendation: _____	

