

Summit Twin Oaks Realty Inc.
Barber Knolls Community
Office: 330-848-2989
24 Hour Emergency Pager: 330-603-5349

Request for Maintenance

Maintenance Requests: _____

(Please print and Be Specific)

Permission to enter in your absence: Yes____ No____

Daytime Telephone_____ (in case we need to verify your request)

Tenant name_____ (must be listed on the lease)

Tenant signature_____

Address_____

All maintenance requests must be in writing.
Labor for tenant damages is \$50.00 per hour.

- Return this form one of three ways:
- 1) to the Barber Knolls office at 416 Crocus Place
 - 2) mail to PO Box 12, Barberton, OH 44203
 - 3) email to maintenance@barberknolls.com

If you email your request, understand that while reliable, email is not immediate or predictable. If you do not get a response, please follow up with a phone call to find out if our staff has received your request.

Our maintenance staff works during normal business hours. Without permission to enter your apartment in your absence, we are unable to honor your request. Submissions made via email may include email address on this form instead of a signature. You may copy the text from this form and paste it into email for submission.