

IMPORTANT: PLEASE USE ADOBE PDF READER ONLY. After you have filled out the form, please save a copy on your computer for your records and email a copy to eres@sunflower.com.

CHROME USERS: Ensure that Adobe Reader is installed on the computer; In Chrome, go to the "Menu" icon, then choose "Settings"; Scroll to the bottom and select "Advanced"; In the "Privacy and Security" section, select "Site Settings"; Scroll down and select "PDF documents"; Switch the "Download PDF files instead of automatically opening them in Chrome" to "On".

OTHER OPTIONS: You can hand write a request using the printable form or save this form to your computer and reopen it with Adobe pdf Reader.

ERES MAINTENANCE REQUEST

Address _____

Date _____

****** PLEASE DESCRIBE PROBLEM OR CONCERN IN DETAIL ******

I hereby authorize the appropriate maintenance person to enter the premises to perform necessary repairs. I agree that twenty-four hours notice is not required. If an appointment is needed, please indicate so in writing on this form. Repairs may be delayed if appointments are required.

Tenant's Name & Signature

Telephone Number

The maintenance personnel are independent contractors and not employees of E.R.E.S. **If repairs are not made in a reasonable amount of time, please contact E.R.E.S.**

Deliver/Mail/Email To:

Eck Real Estate Services
915 Louisiana St., Lawrence, KS 66044
(Use after-hours ERES drop box if necessary)

Email: eres@sunflower.com

EMERGENCY? Call **749-6084** and follow the voicemail prompts to obtain an emergency maintenance pager number.

It is important that you do not contact the emergency maintenance providers if your problem does not immediately affect health, safety, or property damage, and can reasonably wait until the next business day.