

Maintenance Request

Date submitted: _____

Name: _____

Address: _____

Phone number(s) to reach you if more information is required:

I am requesting \$ _____ from my maintenance account to replace or repair the following: _____

Please make the check payable to: _____

CHECK ONE:

- I will pick up the check or (You, the homeowner, are responsible for picking up the check and you must sign a release indicating that you have received the funds and that the work has been performed satisfactorily).
- mail the check to me or (you can only select this method if you already paid for the repair or item and you must present the receipt to Habitat)
- mail the check to the vendor (you or the vendor must present the bill to Habitat)

CHECK ONE:

- I have provided 3 estimates for any requests over \$500.00
- I have provided 1 estimate because my request is \$500.00 or less
- I have paid for the necessary repairs/replacements and I am requesting reimbursement by attaching the original receipts

Please make sure that your estimate(s) have your contractor's name, phone number and address.

Additional comments can be made by attaching a sheet to this one: (please print your comments)

Homeowner signature

Habitat Use

Date Received _____

Family Services _____

Finance _____

Executive Director _____