BC Alliance inc
Tenant Request

Name: _____
Address: _____
Phone No: _____
Reported By: _____

(Tenants are responsible for plumbing problems unless they are structural in nature, and for all tenant damages, as well as 1st $50 of all minor repairs) Repairs charged to tenant will be invoice and will be due with the next months rent payment.

Detailed Description:

General Maintenance

____Electrical
____HVAC
____Water Leaks
_____Doors
_____Windows
_____Flooring

Utilities Problems (Tenant should contact Utility)

____Water/ Sewer
____Electrical
____Gas

(Describe):
Please provide a detailed description of each item, its location and explanation as to why it is to be addressed:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signed: _____

Fax or mail to:
BC Alliance Inc
PO Box 900
Noblesville, In 46061

Attn.: Laurie Troutman

Fax 765.534.0254

** This is in no way is intended to be a guarantee of work will be preformed by BC, BC will evaluate all request in conjunction with the Tenants responsibilities as stated in your lease.*