

Summit Twin Oaks Realty Inc.
PO Box 12
Barberton, Ohio 44203

Request for Maintenance

Maintenance Request(s): _____

_____ (Please print and be specific)

Permission to enter in your absence: Yes _____ No _____

Daytime Telephone _____

Tenant name _____

Address _____

Signature _____

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

24 Hour Emergency Pager: 330-603-5349

Return this form one of three ways:

- 1) to the Barber Knolls office at 416 Crocus Place**
- 2) mail to Box 12, Barberton, Ohio 44203**
- 3) email to maintenance@barberknolls.com**

If you email your request, understand that while reliable, email isn't immediate or predictable. If you don't get a response, please follow up with a phone call to find out if our staff has 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.

Office Telephone: 330-848-2989