



American Capital Properties

TENANT MAINTENANCE REQUEST

Property Address:	Unit:
Tenant Name:	Date:
Phone Number: ()	E-mail:
Service Requested By:	
Maintenance Concern/Issue: (e.g. HVAC, lighting)	
Location of Concern/Issue: (e.g. Office, Hall, Bathroom)	
Detailed Description:	

Instructions:

Step 1 – please submit this request to our office via one of the following methods:

By Fax: (503) 699-1185; Attention to Maintenance Request

By E-mail: E-mail a scanned copy of this request to:
maintenance@americancapitalpropertiesllc.com

By Mail: American Capital Properties, LLC
 Attn: Maintenance Requests
 P.O. Box 920
 Lake Oswego, OR 97034

Step 2 – upon receipt, a representative will contact you to confirm this request and answer any questions you may have.

Proudly Managed by American Capital Properties, LLC
P.O. Box 920, Lake Oswego, Oregon 97034 · (503) 675-4596

Oaklake Office Center, Norcross, GA · Executive Park, Las Vegas, NV · Pioneer Plaza, Lake Oswego, OR