

Day Company
Post Office Box 170706
Milwaukee, WI 53217-8061
Telephone 414 964 8100

Property Address (cross check x box):
 3055 N. Oakland Ave., Milwaukee, WI 53211
 4114 4116 4118 Northwestern Ave., Racine, WI 53405
 1100 1120 Oakes Rd., Mt. Pleasant, WI 53406
 7220 7230 Kinzie Ave., Mt. Pleasant, WI 53406

Copy Distribution:
White: Day Co.
Yellow: Tenant
Pink: Resident Manager



Quality. Value. Reliability.

Special Service/Maintenance/Other Matter/Loud Complaint/Parking Complaint, Form 02

Special Service Request **Section 1**

Consult the Fee and Charge Schedule and/or Residential Rental Agreement for details.

Rental of Vacuum Cleaner or Carpet Steam Vac Machine: _____

Provision of Service (Wash Windows, Receive Packages, Unlock Door, etc.) _____

Purchase of Supplies (Light Bulb, Filter, Cleaning Solution) _____

Date Requested Month _____ Day _____ Year _____

Please provide between these times: From _____ am pm To _____ am pm

Fee Amount \$ _____ Tenant must include fee amount payment with request: check or money order only.

Maintenance or Other Request or General Complaint or Other Matter **Section 2**

Request that management address a maintenance concern. Examples include faucet repair, appliance not functioning, a problem with heating, plumbing, etc. This section shall also be used to communicate any other matter to the landlord, including when a tenant wishes to respond to a complaint made about them regarding a loud occurrence.

Describe in detail the maintenance/situation/complaint/matter tenant would like addressed:

Loud Music, Sound, Other Noise Complaint **Section 3**

Lodge a complaint about loud music, sound or other noise. Please check the relevant box(es) and specify.

A. Loud Music, Stereo, TV, Radio or Instrument ? : _____

B. Loud Sound, i.e. Party, Shouting, Yelling, etc. ? : _____

C. Loud Noise, i.e. Banging, Pounding, etc. ? : _____

If this Section 3 is completed, Tenant should submit the form to landlord within 3 days of the occurrence. Use a separate form for each individual occurrence. Describe the occurrence with specifics and in detail.

Specific Time of Day of Occurrence (Broad dates or times are **not** acceptable.):

FROM Month _____ Day _____ Year _____ Time of Day _____ am pm
TO Month _____ Day _____ Year _____ Time of Day _____ am pm

(Required) Apartment # _____ (from which the disturbance is coming)

NOTE: In terms of identifying the known apartment from which the disturbance is coming, it is the tenant's obligation to make sure that the person signing below has isolated from where the loudness is coming, i.e. going out into the hallway or to a different floor and standing outside an apartment door to accurately identify the source:

**Required: In identifying the source of the loudness, Tenant went out into the hall on same floor different floor
Tenant shall also make an audio recording of the occurrence and send the audio digital file to the landlord's e-mail.**

Parking Complaint **Section 4**

Lodge a complaint that a car is parked in your space without your authorization.

The following vehicle was parked in Tenant's space signing below without authorization:

Make _____ Model _____ Color _____ License Plate # _____
Month _____ Day _____ Year _____ Time of Day _____ am pm

Conditions and Signature **Section 5**

This form is to be completed by tenant.

This form must be accurately completed and have tenant's handwritten or digital signature on it in order for landlord to accept it and/or respond, and is subject to the conditions listed in the Residential Rental Agreement (RRA), Nonstandard Rental Provisions (NRP) and Tenant Handbook (TH), as applicable. Tenant must either return as an electronic submission via e-mail, leave with the on-site manager (when existing) the web AND mail a copy of this form to PO Box listed above; landlord may require that Tenant provide in addition to the electronic or facsimile, another copy with an original handwritten signature. Tenant certifies, under penalty of perjury, that the information provided by Tenant on this form is true, correct and accurate to the best of Tenant's belief and knowledge. If any information is found to be knowingly untrue, incorrect or inaccurate, this will be cause for landlord to pursue eviction of tenant signing below, and pursue any other statutory or legal remedy available. If Tenant submits this form with reference to Section 3, Tenant agrees to be available at any time, even if the Tenant later leaves the area or the State, to testify in the matter in the State of Wisconsin.

Date form completed, Month: _____ Day _____ Year _____ Time of Day: _____ am pm

Tenant Tel. # () _____ - _____ Tenant Apt. # : _____

Tenant Printed Name: _____ Tenant Signature: _____