



MAINTENANCE APPROVAL FORM

Property Owner Information

- Owner Name: _____
- Property Address: _____
- Email: _____
- Phone Number: _____

Maintenance Request Details

- Tenant Name (if applicable): _____
- Description of Issue:

- Estimated Repair Cost: \$ _____
- Preferred Vendor (if any): _____
- Vendor Contact Information: _____

Approval Authorization

Please select one of the following options:

Pre-Approval for Repairs Up to a Certain Amount

- I authorize **APEX PRO Property Management** to approve repairs without further notice if the cost is under \$_____.

Approval Required for All Repairs

- I request to be contacted for approval before proceeding with any maintenance or repair.

Emergency Repairs Authorization

- I understand that emergency repairs (such as plumbing leaks, electrical hazards, or safety issues) will be conducted immediately as needed, without prior approval, to prevent damage or legal liabilities.

Payment Instructions

- **Use Reserve Funds from Owner's Account:** Yes No
- **Send Invoice for Payment:** Yes No

Owner Authorization

By signing below, I authorize **ApexPro Property Solutions LLC** to coordinate maintenance and repairs as per the selections above.

Owner Signature: _____

Date: ____ / ____ / ____

Return this form to:

 admin@apexproproperties.com

 10691 E. Colonial Dr. Orlando, FL 32817