



Third Coast Asset Management

MAINTENANCE APPROVAL FORM

Property Information

Property Address: _____

Owner Name: _____

Contact Number: _____

Email Address: _____

Requested Maintenance Details

Type of Maintenance Requested:

- Routine Maintenance
- Emergency Maintenance
- Major Repair

Maintenance Description:



Estimated Cost of Maintenance

Estimated Cost (Including Materials and Labor) – First Contractor: \$ _____

Estimated Cost (Including Materials and Labor) – Second Contractor: \$ _____

Vendor Information

First Contractor

Name of Service Provider: _____

Contact Number: _____

Email Address: _____

Second Contractor

Name of Service Provider: _____

Contact Number: _____

Email Address: _____

Additional Instructions or Conditions (if applicable):



Authorization

- I approve the proposed maintenance work as outlined above.
- I do not approve the proposed maintenance work and request an alternative solution.

Owner Signature: _____

Date: _____

Property Management Signature: _____

Date: _____