



For Problems requiring immediate attention call our office at 252-977-1616.

Call **911** for any serious emergency when personal injury or property damage is at risk.

For a routine service request, please complete the form below and submit. Your request will be delivered to our service department and resolved as soon as possible.

Work Request

Name _____ Date _____

Address _____

Day Phone _____

Email _____

Description of Problem _____

Location of Problem _____

Details _____

Additional Comments _____

**By submitting this work request you are authorizing
maintenance staff to enter your dwelling.**