

**MAINTENANCE AND REPAIR REQUEST**

Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

Building: \_\_\_\_\_

Phone(Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Request(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments (Best time to make repairs): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize entry into my unit to perform the maintenance or repair requested above in my absence unless stated otherwise above.

\_\_\_\_\_  
Resident Signature

**FOR MANAGEMENT USE ONLY**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Work Ordered: \_\_\_\_\_ Vendor: \_\_\_\_\_

Work Done: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Completed: \_\_\_\_\_

Unable to complete because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Owner/Manager

\_\_\_\_\_  
Date