

MAINTENANCE AND REPAIR REQUEST

Date: _____

Address: _____ Apt No. _____

Resident's Name: _____

Phone (Home): _____ Phone (Work): _____

Request: _____

Comments (including 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

FOR MANAGEMENT USE ONLY

Date Received: _____ Received By: _____

Date work ordered: _____ Vendor: _____

Work Done: _____

Date completed: _____

Unable to complete because: _____

Comments: _____

Date

Landlord

