

MAINTENANCE REQUEST FORM

DATE: _____

ADDRESS: _____

TENANT(S) NAME: _____

PHONE NUMBER: _____

PROBLEM: _____

COMMENTS (INCLUDE BEST TIME TO MAKE REPAIRS): _____

I AUTHORIZE MANAGEMENT ENTRY INTO MY UNIT TO PERFORM THE MAINTENANCE OR REPAIR REQUESTED ABOVE, IN MY ABSENCE, UNLESS STATED OTHERWISE ABOVE:

RESIDENT SIGNATURE/ DATE

FOR MANAGEMENT USE ONLY

WORK DONE: _____

TIME SPENT: _____ CREW: _____ DATE COMPLETED: _____

UNABLE TO COMPLETE ON _____ BECAUSE: _____

DATE

MANAGER