

MAINTENANCE AND REPAIR REQUEST

Date: _____

Address: _____ Apt. No. _____

Resident's Name: _____

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

Request: _____

How urgent is this request (***please circle one***; 1 being the least urgent and 10 being the most urgent)?

1 2 3 4 5 6 7 8 9 10

Comments (***including best time to make repair***): _____

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

Tenant

FOR MANAGEMENT USE ONLY

Date Received: _____ Received By: _____

Date Work Ordered: _____ Vendor: _____

Work Done: _____

Date Completed: _____

Unable to complete because: _____

Comments: _____

Date

Landlord

