

## Resident's Maintenance/Repair Request

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

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

Resident's name: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Problem (be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Best time to make repairs: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Work done: \_\_\_\_\_

Time spent: \_\_\_\_\_ hours

Date completed: \_\_\_\_\_ By: \_\_\_\_\_

Unable to complete on: \_\_\_\_\_, because: \_\_\_\_\_

\_\_\_\_\_

Notes and comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Landlord/Manager

\_\_\_\_\_  
Date